

 <p>CD-190200</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 04/14/90</p>	<p>REVIEW/REVISED: 04/30/12</p>
	<p>EFFECTIVE DATE: 04/14/90</p>	
<p>TITLE: Academy Training Plans, Staff/Student Training Records, and Course Exams</p>		

AUTHORITY:

- A. Section 33-1-6 NMSA, 1978.
- B. Policy *CD-000100*

REFERENCE:

- A. ACA Standards 1-CTA-3A-03, 1-CTA-3A-04, 1-CTA-3A-05, 1-CTA-3A-08, and 1-CTA-3A-10, through 1-CTA-3A-15, *Manual of Standards for Correctional Training Academies*, 1993.
- B. NMAC 1.18.770.31

PURPOSE:

The purpose of this policy is to (1) establish the development, publication, and periodic evaluation of the Corrections Academy Training Plan which is based on a valid assessment and which addresses current job-related training needs, (2) establish a standardized, competency based training curriculum designed to meet the needs of Corrections Department employees, (3) provide guidelines for the management and standardization of the training curriculum, and (4) establish procedures for the accountability of staff and student training records. **[1-CTA-3A-03]** **[1-CTA-3A-10]**

APPLICABILITY:

This policy applies to the Director, Deputy Director, Supervisory Training Personnel of the Corrections Academy, and other Corrections Department staff appointed as members of the Training Advisory Committees.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Advanced/Specialized Training Files: Files containing training documentation for any other courses offered by the Corrections Academy other than Correctional Officer Cadet Basic.
- B. Correctional Officer Cadet Basic Training Files: Files containing training documentation for Correctional Officer Cadet Basic Courses of instruction offered by the Academy:
- C. Employee Training Files: Files containing training documentation for Academy employees.
- D. Training Certificate: A certificate of completion/attendance for a given course of instruction.
- E. Master Training Plan: A catalog published annually, before the beginning of each new fiscal year that gives the proposed schedule and descriptions of all courses/classes offered by the Corrections Academy.

POLICY:

- A. It is the policy of the New Mexico Corrections Academy that a training plan shall be developed and made available to all personnel of the Corrections Department.
- B. Standards for the development of lesson plans shall be based on evaluations and assessments conducted by Academy staff. Lesson plans shall be maintained on file and followed for each class conducted. **[1-CTA-3A-14]**
- C. The academy's student training plan shall be reviewed and approved by an advisory training committee composed of the academy's director and representatives from the agency's central office and operational units. **[1-CTA-3A-05]**
- D. The plan shall detail all full-scale courses, interim classes, and refresher training offered by the Academy for the purposes of ensuring the availability of quality instruction that is responsive to job requirements, professional development, and the need to remain current on correctional issues and new theories, skills, techniques, and technologies.

- E. Training plans shall contain at least the following information: **[1-CTA-3A-04]**
- Fiscal year for which the plan is developed;
 - List of all courses/classes to be offered
 - Dates the courses/classes are offered
 - Synopsis of each course/class. Including length in hours, target group, objectives, and prerequisite training
 - Enrollment information
- F. It is the policy of the New Mexico Corrections Academy that a competency based curriculum for all training programs, supported by appropriate materials and classroom resources, be employed to ensure a standardized, uniform, and consistent basis for all courses offered at the Academy. Such a basis provides the means for evaluating the relevance of what is taught and measuring individual student progress by observable/assessable instructional objectives. **[1-CTA-3A-15]**
- G. Records for each course will be maintained. The record shall include: **[1-CTA-3A-11]**
- Attendance records
 - Lesson Plans
 - The instructor's name
 - Course beginning and ending dates
 - Student test results
 - Record of certificates awarded
- H. Daily class attendance is recorded, certified as accurate by the instructor, and maintained as required by local statute or regulation. **[1-CTA-3A-12]**
- I. Each course of instruction has a class schedule that includes the name of each class, time and date of each class, and scheduled instructor. **[1-CTA-3A-13]**
- J. 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]**
- K. Individual training records shall be maintained for all Academy staff and students.
- L. Authorization to enter confidential file rooms where training records are maintained shall be limited to the Academy Director, Deputy Director, Chief of the Staff Development Section, Human Resources and Training Academy Instructors.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

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Date

	NEW MEXICO CORRECTIONS DEPARTMENT	
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CD-190201	TITLE: Training Plans	

AUTHORITY:

Policy *CD-190200*

PROCEDURES:

- A. Curriculum shall be standardized and competency-based supported by appropriate materials and classroom resources. **[1-CTA-3A-15]**.
- B. Standards for the development of lesson plans shall be based on evaluations and assessments conducted by Academy staff, departmental supervisory personnel, and the recommendations of the Training Advisory Committee. Lesson plans shall be maintained on file and followed for each class conducted. **[1-CTA-3A-14]**
- C. Training Plans shall be developed through the joint cooperation of the Chief of Staff Development in consultation with the Academy Business and Personnel Managers as needed. Training Plans shall contain at a minimum: **[1-CTA-3A-04]**
 - Fiscal year for which the plan is developed;
 - List of all courses/classes to be offered;
 - Projected dates of course/class offerings;
 - Synopsis of each course/class including length in hours, target audience, objectives, and prerequisite training;
 - Enrollment information.
- 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. Assessment of Training Plans shall be:
 - 1. Conducted as needed by the Academy Section Chiefs and administrative staff.

2. Submitted for review by a Training Advisory Committee composed of: [**1-CTA-3A-05**]
 - The Training Academy's Director and/or Deputy Director.
 - Selected representatives of the Central Office of the Corrections Department
 - Designated Training Academy Staff Union Representative
 - Deputy Director of Adult Prisons
 - Facility Trainers
 - Wardens/Deputy Wardens



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 <p>CD-190202</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always,"</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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<p>TITLE: Staff and Student Training Records</p>		

AUTHORITY:

Policy *CD-190200*

PROCEDURE: [1-CTA-3A-10]

A. Employee training shall be scheduled and recorded by the employee's immediate supervisor.

1. The documentation shall be forwarded to the Academy Personnel Officer for placement in the employee's individual training file.
2. Duplicate documentation shall be maintained in the immediate supervisor's file.
3. The Academy Personnel Office may maintain Training Certificates for the Training Academy staff. The responsibility of assuring that these certificates are delivered to the Academy Personnel Office lies with the employee.

B. The Chief of the Staff Development Training Section shall be responsible for the development, maintenance and handling of Basic Training Files.

1. The Chief of Staff Development shall designate a Primary Instructor as a Coordinator for each Basic Training Course.
2. The Chief of Staff Development shall review and approve the Correctional Officer Cadet Basic class schedule submitted by the Primary Instructor.
3. The Primary Instructor shall be responsible for the initial development and maintenance of student/course training records by filing pertinent information during the Basic Training courses of instruction.
4. Daily class attendance shall be recorded, certified as accurate by the instructor, and maintained as required by local statute or regulation. **[1-CTA-3A-12]**

5. The following documentation shall be included in each Basic Training Class file: **[1-CTA-3A-11]**
 - a. Class Exam Score Sheet.
 - b. Time Sheets/Attendance Sheets.
 - c. Course Evaluations
 - d. Copy of course schedule, which includes the name of each class, the time and date of each class, and the name(s) of the scheduled instructor(s), course beginning and end date. **[1-CTA-3A-13]**
6. The following documentation shall be included in the individual student file:
 - a. Graduation Certificate.
 - b. Certificates of Accomplishments Awards (Marksmanship, Academic, P.T., Etc.)
 - c. Oath of Office
 - d. Student Exam Score Sheets.
 - e. Accident Reports, if applicable.
 - f. Letters of Resignation, if applicable.
 - g. Any documentation of disciplinary action.
7. Upon completion of the Correctional Officer Cadet Basic Training Course, the Chief or Assistant Chief of Staff Development shall audit class and student files for verification that the documentation described in Sections B. 5. and B. 6. above is present.
8. Upon completion of the audit, the class and student files shall be stored in an appropriate secure area.
9. The original Training Certificate (s) of all training shall be issued to each graduating cadet/student. The Training Academy, through the Director's office shall provide a copy of all training certifications to the respective facility Human Resource Office.

10. Copies of the following shall be kept, files and maintained in the Training Academy Administrative Secretary's Office:
 - a. Class roster
 - b. Training certificates for the class
 - c. Oath of office
 - d. Class schedule

- C. **Records of classes/courses offered or sponsored by the Academy, as described in Sections B and C shall be maintained at the Academy for the current year and then may be archived.**

- D. **Master copies of the lesson plans for all classes presented by the Academy shall be maintained in an appropriate secured area.**
 1. Lesson plans shall be dated/reviewed at least annually.
 2. Lesson plans shall be kept on file in accordance with applicable rules and regulations.
 3. Lesson plans shall be developed by the Training Academy Basic Training Staff.
 4. Specialty course lesson plans shall be developed by training academy staff that has the proper certifications in the specific specialty area.



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 <p>CD-190203</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> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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TITLE: Course Exams		

AUTHORITY:

Policy *CD-190200*

PROCEDURE:

Examinations and Tests:

The competency of a given curriculum is based on the assessment and evaluation of student performance on the specific content areas of the curriculum. Assessment and evaluation of the Academy's programs provide standardized performance levels and are determined in two ways, written examinations and physical skills demonstration tests:

A. Physical Skills Demonstration/Tests:

1. For courses in area requiring the acquisition of a set of physical action skills demonstration tests shall be developed by the instructor(s) certified to train in those areas; e.g.; Firearms, Defensive Tactics, First Aid, C.P.R., Baton, Use of Restraints, Chemical Agents (OC aerosol).
2. Students shall be required to demonstrate proficiency in the given skill. For firearms, a qualification shoot of 80% or better is required, as well as a proficiency in the safe handling of weapons.

B. Written Tests:

1. Test Standards and Security is the responsibility of all instructors and supervisory staff at the Academy and its Implemented to ensure the integrity of the evaluation methods and standards in the Academy certification process.

2. Test questions shall be designed by the instructor of a given subject matter whose proficiency has been established and who actually teaches the material for which he or she is designing a test. The test questions shall specifically address the performance objectives of each lesson plan that they are prepared for.
3. The Chief of Staff Development and/or assistant Chief shall be responsible for the development of the Academy's training curriculum. This shall include the review, revision and approval of all lesson plans and testing instruments.
4. Copies of the test shall not be circulated indiscriminately among any personnel, whether or not they are Academy staff. Circulation of test copies is restricted to the following:
 - a. Trainees only in and during an examination;
 - b. The instructor(s) who designed the test, Staff Development Chief, Asst. Chief and the Primary Instructor.
 - c. Except when examinations and tests are in classroom use or being reviewed and evaluated by the designated Academy staff, all tests and test materials (hardcopies and computer disks) shall be stored in a secure location. The Chief of Staff Development may retain one copy of the test for purposes of review and revision. The Chief of Staff Development will maintain Master copies of all lesson plans, and tests (including practical demonstrations and written tests), and computer disks.
 - d. At no time and under no circumstances shall any test be shown to a trainee or any other personnel prior to the test time or outside of the test location, except those staff mentioned above.

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