

 <p>CD-190600</p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p>	<p><b>ISSUE DATE: 10/01/92</b>  <b>EFFECTIVE DATE: 10/08/92</b>  <b>REVIEW/REVISED: 09/28/11</b></p>
	<p><b>TITLE: Academy Notification of Designated Individuals/ Emergency Contacts</b></p>	

**AUTHORITY:**

NMSA 1978, Section 10-9-1 through 10-9-25 and 33-1-6 through 33-1-20, as amended.

**REFERENCE:**

ACA Standard 1-CTA-3F-04, *Manual of Standards for Correctional Training Academies*, 1993.

**PURPOSE:**

The purpose of this policy is to specify and govern the process by which individuals have been designated and are notified in case of serious illness or injury of an Academy employee or student.

**APPLICABILILTY:**

This policy applies to all New Mexico Corrections Academy staff and students, and all employees involved in carrying out duties related to notification in case of serious illness or injury of an employee or student.

**FORMS:**

**Student Fact Sheet Form (CD-190601.1)**

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. *Serious Illness*: A potentially life threatening illness requiring immediate intervention to assure the best possibly outcome.
- B. *Serious Injury*: A potentially life-threatening injury requiring immediate intervention to assure the best possible outcome.

**POLICY:**

- A. The name of the next of kin or other individual(s) to be notified in case of the serious illness or injury of an Academy employee shall be obtained from the employee during his or her initial orientation at the Academy, and the information shall be maintained by the Academy Personnel Section and the Administration. **[1-CTA-3F-04]**
  
- B. All designated individuals shall be promptly provided with a dignified and compassionate notification of the serious illness or injury of an employee or student by the Director or his/her designee.



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Alfonso Solis, Interim Secretary of Corrections  
New Mexico Corrections Department

09/28/11  
Date

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**AUTHORITY:**

Policy *CD-190600*

**PROCEDURE:**

**A. Academy Employees:**

1. The Personnel Officer shall ensure all new Academy employees receive an orientation to the Academy prior to being independently assigned to the Academy duties. As a part of that orientation, all new employees, regardless of their date of hire as a state employee, shall complete a personal data form designating a person to be notified in case of a serious illness or injury. Provision of an alternative name and phone number shall be encouraged.
2. When completed, the personal data form shall be maintained in the employee's personnel file.

**B. Academy Students:**

1. The Primary Instructor and/or the Facilitator of each Academy class or course, regardless of class/course length, shall ensure each student completes page 1 of the **Student Fact Sheet** Form (*CD-190601.1*) including the designation of an individual to be notified in case of serious illness or injury. Students shall be encouraged to provide the name and phone number of an alternate as well. Students of the Basic Training Section shall also complete page 2 of the form. **[1-CTA-3F-04]**
2. When completed the **Student Fact Sheet** Form (*CD-190601.1*) shall be maintained in the class file by the Primary Instructor or Facilitator and Administrative office.




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**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Academy Student Fact Sheet**  
**(Continued)**

Firearm Experience (circle all appropriate):

Pistol                      Rifle                      Shotgun                      None                      Other

New Mexico Driver's License Number: \_\_\_\_\_

Do you have a vehicle parked on academy grounds:              Yes \_\_\_\_\_              No \_\_\_\_\_

If so, are you the registered owner:    Yes \_\_\_\_\_              No \_\_\_\_\_              N/A \_\_\_\_\_

Describe vehicle, if parked on grounds:

Year: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_              State: \_\_\_\_\_

**No weapons / contraband of any kind shall be brought onto Academy grounds. Examples include any of the following: knives, handcuffs, handcuff keys, batons, weapons (pistols, rifles, shotguns, etc.), archery equipment (bows, arrows, etc.) chemicals (pepper spray, mace, etc.), narcotics.**

**Please advise your instructor immediately, if any of these items are currently in your vehicle.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_