

 CD-190800	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 04/14/90 EFFECTIVE DATE: 04/14/90 REVIEW/REVISED: 02/29/12
	TITLE: Instructor/Course Certification and Presentation Criteria	

AUTHORITY:

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

REFERENCE:

ACA Standards 1-CTA-3A-01, 1-CTA-3A-02, 1-CTA-3A-08, 1-CTA-3A-16, 1-CTA-3A-17, 1-CTA-3A-18, and 1-CTA-3A-19 *Manual of Standards for Correctional Training Academies*, 1993.

PURPOSE:

The purpose of this policy is to provide criteria for the competency, skill, experience and/or educational background of all personnel who will either serve as Instructors at the New Mexico Corrections Academy, or be trained as Instructors by the New Mexico Corrections Academy for their respective offices, institutions, or agencies; and to detail the required standards which must be met before the New Mexico Corrections Academy will certify or endorse training conducted by other organizations.

APPLICABILITY:

This policy applies to all employees of the Corrections Department who are currently employed or will serve in the capacity of Instructor, Specialized Instructor, Master Instructor, or Guest Lecturer/Contractor. Included are personnel of any agency other than the Corrections Department seeking certification of trainers or training courses.

FORMS:

None

ATTACHMENTS:

Training Announcement **Form** (*CD-190802.1*)

DEFINITIONS:

- A. Academy Instructor: A person who's employment classification is Staff Development Specialist, and who is employed at the New Mexico Corrections Academy.
- B. Guest Lecturer/Contractor: A degreed, licensed, or otherwise certified training specialist or person with special expertise. This category includes (1) employees of the New Mexico Corrections Department who are not New Mexico Corrections Academy staff, (2) employees of other state agencies, and (3) private contractors.
- C. Master Instructor: An Academy instructor or a Master Instructor certified by a competent authority recognized by the Academy Director, who trains and certifies others in the skills and techniques of instructing in specialized areas of training.
- D. Non-Academy Instructor: A Corrections Department employee whose assignment is outside the Corrections Academy, and who possesses training skills in general areas.
- E. Specialized Instructor: An Instructor with additional training/skills in a specialized area of training.
- F. CERT: Corrections Emergency Response Team
- G. SORT: Special Operations Response Team

POLICY:

- A. The New Mexico Corrections Academy shall establish requirements for the certification of:
- Trainers who will serve as its training staff
 - Trainers from other organizations who desire Corrections Academy certification
- B. The qualified individuals coordinating the staff development and student training programs have specialized training for those positions. Full-time training personnel possess at least a GED or high school diploma and have completed a 40-hour training-for-trainers course and must, at a minimum, have a combination of college education, training, or experience that total at least five years. **[1-CTA-3A-02]**
- C. For firearms, use of force, unarmed self-defense, and use of chemical agents, it is the policy of the New Mexico Corrections Academy that instructors must be certified by an authority whose competence is credentialed at or above the level to be certified. Training in the use of chemical agents requires that all instructors must have been trained in the treatment of individuals exposed to chemical agents. **[1-CTA-3A-16] [1-CTA-3A-17] [1-CTA-3A-18]**

- D. The New Mexico Corrections Academy instructors must be certified in the administration of first aid and methods of obtaining assistance in order to respond to emergency health-related situations. **[1-CTA-3A-19]**
- E. Staff development and student training programs shall be planned, coordinated, and supervised by qualified employees. **[1-CTA-3A-01]**
- F. Lesson plans shall be developed in accordance with standards established by this policy and its procedures, followed for each class conducted, and maintained in accordance with procedure (*CD-191001*) *Staff and Student Training Records*.
- G. Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.
- H. 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]**
- I. The Academy has the Authority to rescind any instructor level specialized training certification regardless of what competent authority issued the Certification. The Department Firearms Instructors will be subject to the Academy Firearms Rules of Conduct.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

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	TITLE: Certification and Presentation Criteria	

AUTHORITY:

Policy *CD-190800*

PROCEDURE:

A. Academy Instructor Certification and Presentation: [1-CTA-3A-01] [1-CTA-3A-02]

Personnel who qualify for or are employed in the position of Academy Instructor must meet the relevant criteria established by the State Personnel Office for the applicable level in either the Staff Development Specialist series (SDS I-III) or the Staff Development Coordinator series (SDC I-II).

1. Personnel employed by the New Mexico Corrections Academy as Academy Instructors must complete a recognized, 40-hour Training for Trainers course within the first year of their employment.
2. Full-time training personnel shall possess at least a GED or high school diploma and must, at a minimum, have a combination of college education, training, or experience that total at least five years.
3. Academy Instructors must be trained to respond to emergency health-related situations, certified in the administration of first aid and methods of obtaining assistance. **[1-CTA-3A-19]**
4. For certification in specialized or technical areas, Academy Instructors must meet, in addition to the above, the criteria for Specialized Instructor.

B. Non-Instructor Certification and Presentation:

To qualify for Non-Academy general instructor certification, the person requesting such certification must demonstrate to the satisfaction of the Director of the New Mexico Corrections Academy a combination of education, training, and/or experience in corrections/criminal justice, and a proficiency in the instructional process, and show proof that he or she meets the following criteria: **[1-CTA-3A-01]**

1. Completion of an instructor training course or equivalent training approved by the Director, e.g., Training for Trainers.
2. Have at least three (3) years of practical experience as a Corrections Officer, Police Officer, or specialist in a relevant field. This requirement may be waived by the Director only upon request from the Warden, Division Head, Section Chief or recognized supervisor of the applicant, accompanied by supporting documentation.

C. Specialized Instructor:

1. To qualify for certification as a Specialized Instructor in an area requiring Special Certification, the person requesting such certification must demonstrate to the satisfaction of the NMCA Director proof of skills and/or training in the specific area(s) in which they will be instructing and show that he or she meets the following criteria:
 - a. Must have completed a general instructor training course or equivalent training approved by the NMCA Director, e.g., Training for Trainers.
 - b. Must have completed an Instructor Level training course in the specific area for which the applicant is requesting certification.
 - c. The Specialized Instructor must have prior approval to conduct specialized training for NMCD by the Academy Director. This approval can be rescinded by the Academy Director if necessary.
2. Specialized Instructor Certification Subject Areas:

The following list is provided to assist in determining the area in which specialized training must be achieved by the individual requesting instructor certification in the Special Certification areas. This list is by no means complete and the Academy will determine whether the request qualifies in the Special Certification areas if not included in the listing on the following page: **[1-CTA-3A-16] [1-CTA-3A-17] [1-CTA-3A-18]**

Firearms:	Minimum Instruction of two In-service classes a year, and/or 2 cadet classes
Unarmed Self Defense:	Annually teach two Academy cadet classes and/or instructing SORT/CERT training.
Straight Baton:	Annually teach two Academy cadet classes and/or instructing SORT/CERT training.
Expandable Baton:	Annually teach two Academy cadet classes and/or instructing SORT/CERT training.
Chemical Agents:	Annually teach two Academy cadet classes and/or instructing SORT/CERT training.

Special Munitions and Distraction Devices (SIMS):	Annually teach two Academy cadet classes and/or instructing SORT/CERT
Electrical Shocking Devices:	Academy to Certify
Defensive Driving:	Re-Certify annually by continuously conducting training classes. This course also requires certification from a National authority.
Adult CPR and Standard First Aid:	Re-Certify annually by continuously conducting training classes. This course also requires certification from a National authority.

D. Master Instructor:

1. To qualify for certification as an Master Instructor, the person requesting such certification must demonstrate to the satisfaction of the NMCA Director proof of skills and/or training in the specific area(s) in which they will be instructing, and show that he or she meets the following criteria:
 - a. Must have completed a general instructor training course or equivalent training approved by the NMCA Director, e.g., Training for Trainers.
 - b. Must have successfully participated as an instructor/facilitator in 40-hour Training for Trainers course sponsored by the New Mexico Corrections Academy.
2. Department personnel (including Academy instructors who instruct specialized courses of instruction) must renew/update their certification on or before expiration every three (3) years, by attending a NMCA or NMCA recognized course of instruction or in accordance with prescribed curriculum from specialized course.
3. Any Instructor Level courses shall be conducted under the direction of the Academy, and the Academy shall maintain the files on such courses.
4. Master Instructors must have prior approval to conduct specialized training for NMCD by the Academy Director. This approval can be rescinded by the Academy Director if necessary.

E. Guest Lecturer/Contractor:

Several subject matters essential to the Basic and Advanced programs require the assistance or expertise of individuals with professional credentials and backgrounds. Thus, consistent with the curriculum established by the New Mexico Corrections Academy, the prospective lecturer must meet the following conditions:

1. The New Mexico Corrections Academy considers all degreed and/or licensed applicants to be certified by their degree-granting or licensing institution, therefore requiring no special certificate from the New Mexico Corrections Academy.
2. Review copies of the prospective lecturer's credentials (e.g., degrees, licenses, certificates, transcripts, resume) along with professional references (this information will be used only for verification purposes).
3. Copies of lesson plan(s) to be used in the New Mexico Corrections Academy curriculum must be submitted for review by the Academy Director or designee.

F. Instructor Level Training

1. Staff requesting to attend Instructor level Training at the Corrections Academy shall submit a request to their warden for approval. The approved request will be sent to the Academy Director or designee two (2) weeks prior to attending the training at which time the Director of the academy or designee will have final authority who will be able to attend.
2. The Director of the Academy or designee will have the final authority in assuring the Instructor will follow policy and maintain the training standards set forth by the Academy.
3. The Academy will send a written statement to the Director of Adult Prisons or designee indicating the reason for rescinding or suspending an instructor's certification.
4. The Warden may request in writing to the Academy Director to have any of their staff members Instructor certification suspended or rescinded indicating the reasons for the request.



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	TITLE: Course Certification and Presentation Criteria	

AUTHORITY:

Policy *CD-190800*

PROCEDURE:

For any classroom course or block physical, high risk or technical training to be considered for certification and presentation by the New Mexico Corrections Academy staff the following minimum criteria must be met:

A. Lesson Plan Format:

1. All lesson plans prepared by Academy staff must conform to the standard NIC / NAC format which include the following four (4) sections:
 - a. Cover sheet (with course title, lesson title, instructor’s name, date, time, Allotment, target group, performance objectives and testing methods).
 - b. Materials / Equipment inventory and Reference page.
 - c. Lesson Plan Presentation Guide with Notes to Trainer.
 - d. Selected Bibliography/ Reference Section.
2. Copies of all student handouts, overhead, and additional training aids must accompany the lesson plan. (Note: visual aids such as copyrighted video tapes and other protected materials need not be permanently filed with and stored at the Academy, but must be listed in the Bibliography/ Reference Section and made available for preview by the Academy Director or his designee.)
3. The written portion of the lesson plan must be in either narrative outline or sentence outline format, consisting of clear, complete, well-formed sentences.
4. Performance Objectives must be clearly stated on the cover sheet of the lesson plan using concrete action verbs (e.g., “Upon completion of this class, the trainee will be able to: recite 7 of the 10 points of security”).

5. Failure to comply with the lesson plan format criteria and conditions, above, shall result in the proposed course and lesson plan being returned to its author for revision. Continued failure to comply may result in a change in author / instructor for that given lesson plan / course.

B. 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.

C. 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 per Procedure CD-190801 and who actually teaches the material for which he or she is designing a test. The test question shall specifically address the performance objectives of each lesson plan that they were prepared for.
3. The Chief of Staff Development and/or Assistant Chief of Staff Development shall be responsible for the development of the Academy's training curriculum (including 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, their Chief of Staff Development and the Assistant Chief.

5. The Chief of Staff Development will maintain Master copies of all lesson plans, tests (including practical demonstrations and written tests), and computer discs of the tests for purposes of review and revision.
 6. 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.
- D. Training Announcements shall be prepared to notify all affected personnel of any forthcoming training courses or cancellation thereof according to the following schedules:
1. Training Announcements shall normally be distributed to all Wardens, Training Officers, Personnel Offices, and PPO Regional Managers of all prospective trainees one month prior to the date the course is scheduled to begin using the **Training Announcement Form (CD-190802.1)**.
 2. All Specialty Training announcements shall be distributed to necessary staff and received by the class coordinator of that specified Training Course. Upon receipt of confirmation to attend training, copies of the scheduled training announcement and details shall be forwarded to the administrative assistant for record keeping.
 3. Training Cancellations shall normally be distributed to all personnel listed above in Paragraph D.1, at least twenty-four (24) hours prior to the date / time the course was scheduled to begin. All appropriate personnel (Wardens, Training Officers, or PPO Regional Managers) shall be contacted by telephone as follow-up to the circulation of Training Cancellations.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

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NEW MEXICO CORRECTIONS TRAINING ACADEMY



TRAINING ANNOUNCEMENT

COURSE NAME: _____

INSTRUCTOR(S): _____

CONTACT PERSON: _____

PHONE #: _____

COURSE DATE(S): _____

CLASS TIMES: _____

LOCATION: _____

CLASS SIZE: _____

REGISTRATION BEGINS: _____

REGISTRATION ENDS: _____

Topic/Class Information: _____

Other Instructions: _____

FOR ADDITIONAL INFORMATION OR QUESTIONS CALL (505) 827-8900

Academy Use Only
Total Students Confirmed: _____
Date: _____