

 CD-191100	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 07/29/92 EFFECTIVE DATE: 08/05/92 REVIEW/REVISED: 02/29/12
	TITLE: Use of Academy Classrooms, Library, and/or the Physical Training Facility; Security Equipment Inventory Control; and, Lodging/Dormitory Use	

AUTHORITY:

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

REFERENCE:

- A. ACA Standard 4-4078, 4-4080, 4-4199, *Manual of Standards for Adult Correctional Institutions*, 4th Edition
- B. ACA Standards 1-CTA-1B-08, 1-CTA-2C-01, 1-CTA-2D-02, 1-CTA-2D-03, 1-CTA-3A-07, 1-CTA-3B-02, 1-CTA-3B-03, 1-CTA-3B-04, and 1-CTA-3B-05, *Manual of Standards for Correctional Training Academies*, 1st Edition.
- C. ACA Standards 4-APPFS-3A-12 and 4-APPFS-3A-24, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

- A. The purpose of this policy is:
 1. To establish general guidelines for the use and safety of the classrooms;
 2. To establish guidelines for the use of the library for research, reference, and general use by all staff and trainees of the Corrections Department in the areas of training, corrections, specific officer skills, criminal justice, law enforcement, law, professionalism and ethics, supervisory/ management skills, personnel and financial management and other areas relevant to the full range of activities of the Corrections Department;
 3. To govern the safe use of the physical training facilities of the New Mexico Corrections Academy;
 4. To establish a uniform process by which the Corrections Academy's security and audio-visual equipment will be accurately accounted for by an established inventory control; and,
 5. To establish general guidelines for the use of lodging facilities at the New Mexico Corrections Academy.

APPLICABILITY:

This policy applies to all employees of the New Mexico Corrections Academy, Central Office staff, other State /Federal/local government employees, contract personnel, staff/trainees, and to all personnel using Academy lodging.

FORMS:

- A. **Classroom/Gym/Academy Facility Use Request Form** (CD-191101.1)
- B. **Training Academy Emergency Contact List Form** (CD-191101.2)
- C. **NMCD Training Academy PTF User Acknowledgement and Agreement Form** (CD-191103.1)
- D. **PTF Acknowledgment and Release Form** (CD-191103.2)
- E. **High-Risk Training Equipment Inventory Form** (CD-191104.1)
- F. **High-Risk Equipment Issue Log Form** (CD-191104.2)
- G. **Academy Dormitory Registration Form** (CD-191105.1)
- H. **Academy Room Assignment Roster Form** (CD-191105.2) (4 pages)
- I. **Academy Lodger Daily Meal Sign-In Log Form** (CD-191105.3)

ATTACHMENTS:

- A. **Physical Training Facility Rules and Regulations Attachment** (CD-191103.A)(3 pages)

DEFINITIONS:

- A. **Audio-Visual Equipment:** Any and all items designed and/or used to present, project, or view images, or to listen to including, but not limited to, laptop computers, video cameras, digital cameras or projectors, etc.
- B. **Equipment Room:** A secured room specified to hold equipment.
- C. **Loss Control Coordinator:** The Chairperson of the Academy Loss Control Committee, with responsibilities and duties as described in Policy CD-160800.
- D. **PTF:** The physical training facilities of the New Mexico Corrections Academy, including but not limited to the jogging track, gymnasium, weight lifting room, and racquetball courts.
- E. **Security Equipment:** Straight and side-handle batons and restraint equipment; i.e., leg irons, belly chains and handcuffs; used in conducting Academy training.

- F. Training Equipment: Gym mats, striking bags, soft batons, leg and arm pads, training guns and rubber knives and related equipment used to supplement training.

POLICY:

It is the policy of the Corrections Academy that:

- A. The Director or his designee(s) shall be responsible for the scheduling, operation and use of the classrooms.
- B. Adequate space and equipment conducive to learning shall be provided for scheduled training and staff development programs. [1-CTA-2C-01] [4-4080] [4-APPFS-3A-12]
- C. Classroom, dormitory use or gym space may be reserved through the office of the Academy Director by Federal, State and local government entities. Usage fees may apply.
- D. Corrections Academy training requirements shall always take priority over any other classroom usage.
- E. Library and reference services are available to complement the student training and staff development programs. [1-CTA-3A-07] [4-APPFS-3A-24] [4-4078]
- F. The primary purpose of the physical training facility is to provide the necessary space and equipment required to train corrections staff in the areas of physical fitness and self-defense.
- G. One area of the library shall be devoted to general reading materials for pleasure or relaxation, i.e., novels, paperbacks, etc.
- H. The Director or his designee(s) shall be responsible for the operation and supervision of the physical training facility including enforcement of related policies and safety and sanitation requirements.
- I. Staff needs are met through providing adequate spaces in location that are convenient for use. Staff are provided with the following: [1-CTA-2D-02]
- Assigned work area or office space
 - An area to change clothes and to shower
 - An area, room, and/or employee lounge that offers privacy and provides space for meals

- Access to exercise/physical training facilities and equipment
 - Space for training
 - Toilets and wash basins
- J. In the interest of allowing Departmental employees to maintain an optimum level of physical fitness, Corrections Department employees may participate in regular exercise programs during their free time. Each employee is responsible for developing a "work out time" with their immediate supervisor and Division Director if their use of the facility occurs before or after the noon hour between the hours of 8:00 a.m. and 5:00 p.m.
- K. Corrections Academy physical training facilities may be used by NMCD employees and retirees, and approved law enforcement personnel and individuals. Other hours may be scheduled for staff that is enrolled in academy training programs. Users shall show proof of current state or other governmental employment upon request by Academy staff and must have signed a **Weight Room/Gym/Racquetball Court User Acknowledgement and Agreement** Form (*CD-191103.1*).
- L. Children are not allowed under any circumstance in the weight room area and are never to be left unattended on Academy grounds.
- M. Corrections Academy training programs shall take priority over any other use of the physical training facilities.
- N. Anyone completing an exercise program will first change into their appropriate work attire before entering the cafeteria.
- O. All parts of the facility that would be used by handicapped staff and visitors are accessible to them. **[1-CTA-2D-03]**
- P. It is the policy of the Corrections Academy that an accurate inventory and control system for all security equipment listed on the fixed assets control sheet shall be established and maintained. **[1-CTA-1B-08] [1-CTA-3B-02]**
- Q. Availability, control, and use of chemical agents, electrical disablers, and related security devices shall be regulated and the level of authority required for their access and use shall be specified. **[4-4199] [1-CTA-3B-03]**
- R. Firearms, chemical agents, and security equipment shall be inventoried at least quarterly to determine their condition and expiration dates. **[1-CTA-3B-04]**

- S. Firearms, chemical agents, and related security items are stored in a secure but readily accessible depository outside of student and public activity areas. **[1-CTA-3B-05]**
- T. The primary purpose of the lodging facility is to provide adequate lodging for persons attending training at the Academy.
- U. All others using Academy lodging facilities shall be expected to maintain the same standards and rules as required of cadets and trainees, unless specifically stated otherwise or exempted.
- V. All students residing in Academy lodging units (dormitory) will be issued suitable clean bedding and linen the first day of class.
- W. Students will be held accountable for all clothing and bedding issued.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12
Date

 <p>CD-191101</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p>	<p>ISSUE DATE: 10/13/92 EFFECTIVE DATE: 10/20/92 REVIEW/REVISED: 02/29/12</p>
	<p>TITLE: Classroom Use and Safety</p>	

AUTHORITY:

Policy *CD-191100*

PROCEDURE: [4-APPFS-3A-12]

A. Specific Classroom Assignments:

1. All classroom and gym assignments for Academy sponsored training shall be made through the Training Academy Director's Office.
2. The Chief of Staff Development shall notify and coordinate with the Administrative Secretary the assignment of all classrooms for cadet classes. Information given will be the date(s) of the activity, name of the group assigned to the classroom, number of students expected, equipment needed for the activity, and the main person (facilitator) responsible for the activity.
3. Each facilitator shall ensure that the classroom is clean, set up, and provided with all necessary training aids as required by the lesson plan(s). Audio-visual equipment is available in each classroom.
4. Each facilitator shall notify the Chief of Maintenance in the event major modification to the classroom is necessary.
5. Requests for classroom or gym use by Non-Academy Personnel shall be made using the **NMCD Training Academy PTF User Acknowledgement and Agreement** Form (CD-191103.1) and will be sent to the Academy Director's office for approval.
6. Upon approval, the Class Coordinator shall submit a **Academy Dormitory Registration** Form (*CD-191105.1*) and a **Academy Lodger Daily Meal Sign-In Log** Form (*CD-191105.3*) if applicable.

7. The Class Coordinator or Primary Instructor who is assigned the classroom will be required to submit a **Training Academy Emergency Contact List** Form (*CD-191101.2*) for all participants to the Director's Office, Chief of Staff Development, and Assistant Chief of Staff Development as soon as time permits on the first day of class.

B. Security of Classrooms:

1. The classroom shall be unlocked prior to the beginning of a training event. Keys shall be available through the Academy administration office.
2. The Academy Facilitator shall lock the classroom at the end of the day or after the training session is finished for the day.
3. Classrooms shall remain locked when they are not in use.
4. When conducting firearms training in the classroom, the firearms instructor must insure:
 - a. No live ammunition is present,
 - b. Classroom doors remain locked during class,
 - c. No inmates are permitted inside the classroom, and
 - d. The instructor remains with the class and firearms at all times until the weapons are secured in the Armory.
5. Confiscated items of contraband used for demonstrations during class must not be left unmonitored in the classroom at any time. When no longer in use, such items must be stored in a secured area not accessible by inmates.
6. Exits shall remain clear of any and all obstructions.
7. Classrooms shall be left in a clean, orderly manner and all trash shall be removed daily. Water is the only drinkable liquid allowed inside the classrooms; for instructor only. No food is allowed. Any exceptions must receive prior approval from the Director.
8. Fire evacuation diagrams shall be posted on the entrance wall to all classrooms.

C. Access to Classrooms:

1. Access to the classroom shall not be restricted unless the classroom is being used for testing purposes or firearms training.

2. When a classroom is being used for testing, the person wishing to enter the classroom must notify the instructor and/or the facilitator for the purpose of the visit prior to entry.
3. Inmates assigned to the Corrections Academy will not remain inside the classrooms during training unless their presence is required for role-play or other authorized participation.
4. Disruptive behavior inside the classroom will not be tolerated. Anyone causing disruptions will be immediately removed from the classroom and sent to the Director for possible disciplinary action.

D. Invitation to the Media:

All news media requests for access to the classroom will be made through the Public Information Officer (PIO) and the Director of the Academy.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12
Date

NEW MEXICO CORRECTIONS DEPARTMENT
CLASSROOM/GYM/ACADEMY FACILITY USE REQUEST FORM

NAME OF REQUESTOR: _____ DATE OF REQUEST: _____

DIVISION/INSTITUTION/ORGANIZATION: _____

SUPERVISOR APPROVAL AND TITLE: _____

COURSE NAME: _____

COURSE DATES: ____/____/____ TO ____/____/____

NUMBER OF ATTENDEES: _____ (Estimate)

** An Emergency Contact list must be submitted the first day of course*

CLASSROOM NEEDED: YES / NO (Circle) DATES ____/____/____ TO ____/____/____
(PLEASE BE ADVISED THAT NO FOOD OR DRINKS ARE PERMITTED IN ANY CLASSROOM)

OTHER ACADEMY RESOURCES/FACILITIES NEEDED: AUDIO VISUAL _____ INSTRUCTOR _____
GYM _____ TRACK _____ COMPUTER LAB _____ OTHER (Please Detail): _____

MEAL SERVICE NEEDED: YES / NO (Circle)

BREAKFAST _____ LUNCH _____ DINNER _____ * \$5.00 per meal

(PLEASE CHECK ALL THAT APPLY)

****A Meal Sign-In Sheet must be submitted a week before course date*

PAYMENT TO BE MADE BY: _____

IF HOUSING NEEDED, PLEASE SUBMIT AN ACADEMY DORMITORY REGISTRATION FORM

A copy of the Corrections Academy Rules and Regulations concerning meal times, parking, dress code etc. will be provided upon approval of request. All attendees will be required to read and sign an acknowledgement to Corrections Academy Rules and Regulations.

FOR TRAINING ACADEMY USE ONLY

ASSIGNED CLASSROOM or AREA: _____ / ____/____

APPROVALS

STAFF DEVELOPMENT CHIEF _____

Date: _____

ACADEMY BUSINESS MGR. _____

Date: _____

ACADEMY DIRECTOR OR DESIGNEE _____

Date: _____

 <p>CD-191102</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p>	<p>ISSUE DATE: 09/30/92 EFFECTIVE DATE: 10/07/92 REVIEW/REVISED: 02/29/12</p>
	<p>TITLE: Academy Library Use Procedures</p>	

AUTHORITY:

Policy *CD-191100*

PROCEDURE: [1-CTA-3A-07] [4-APPFS-3A-12] [4-APPFS-3A-24]

A. Hours of Operation:

Library services will be available Monday thru Friday (except holidays), 8:00 am to 5:00 pm.

B. Use of Library Materials and Books:

1. Corrections Department staff may borrow any available books, journals and magazines from the library. Check-out is on an honor system.
2. Training films and audio/video tapes will be stored in designated secure areas. Copying shall be for Academy training purposes only and will not violate the intent of any applicable copyright laws or regulations. Originals of films or tapes will not be loaned or taken outside of the Academy.
3. Books, papers and personal items shall not be left on the tables or carrels overnight. The Academy is not responsible for any personal items left in the library at any time.
4. Any unusual circumstances such as disruptive behavior and equipment loss or damage must be reported immediately to staff on duty.

C. An inventory of all texts and materials in the library will be maintained and up-dated as needed.

D. The purchase of new texts and materials for the library will be the responsibility of the Director or his designee, and will be conducted in accordance with standard budgetary policy/practice.

E. Library Collection:

1. A complete set of Academy policies and procedures.
2. Books and publications relating to corrections, criminal justice, or law enforcement.
3. The law collection in the NMCA Library shall contain at a minimum:
 - a. New Mexico Statutes Annotated
 - b. West's Federal Case News
 - c. Correctional Law Reporter

F. Outside Resources:

1. The Supreme Court Law Library and the State libraries are available for use by Department staff, who are encouraged to use these library facilities in addition to those provided at the Academy.
2. Local and regional college and university libraries are available for on-site research, and staffs are encouraged to use them. However, staff must comply with each library's borrowing policy to check out books and materials.
3. Books and/or periodical articles may be borrowed from the New Mexico State Library according to their procedures.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12

Date

 CD-191103	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 05/18/05 EFFECTIVE DATE: 04/03/92 REVIEW/REVISED: 02/29/12
	TITLE: Use of Physical Training Facilities	

AUTHORITY:

Policy *CD-191100*

PROCEDURE: [4-APPFS-3A-12]

Only NMCD employees, commissioned law enforcement officers and correctional officers are authorized to utilize the Academy PTF, and must have signed and on file a **NMCD Training Academy PTF User Acknowledgement and Agreement Form** (*CD-191103.1*) and **PTF Acknowledgement and Release Form** (*CD-191103.2*). All other persons wishing to utilize the Academy PTF must first obtain permission from the Secretary of Corrections and must have signed and on file a **NMCD Training Academy PTF User Acknowledgement and Agreement Form** (*CD-191103.1*) and **PTF Acknowledgement and Release Form** (*CD-191103.2*).

All persons entering and/or utilizing the Academy Physical Training Facility (PTF) shall read and follow all posted rules and regulations in accordance with this procedure and outlined on the **Physical Training Facility Rules and Regulations Attachment** (*CD-191103.A*).

A. Hours:

1. The physical training facilities (PTF) will be available for use by NMCD employees, law enforcement officers and approved individuals 24 hours a day, 7 days a week.
2. During the work day when the PTF is not being used for training, employees may schedule a specific time slot for their use.

B. Lockers:

1. Lockers may be permanently assigned designated individuals.
2. The remaining unassigned lockers may be used only while actually using and within the physical training facilities. All locks and personal belongings must be removed from the lockers when leaving the physical training facility. Any locks/personal belongings remaining on/in lockers after departure may be removed by Academy staff.
3. The Corrections Department is not responsible for lost or stolen personal property.

4. The Training Academy is not responsible for personal items stolen or lost while using the Academy physical training facilities (PTF), lockers or while on Academy grounds.
5. If necessary the Training Academy will inspect locker rooms and lockers. Users may have a limited expectation for privacy in locker use. Academy lockers are property of the State of New Mexico and, in the best interests/safety of staff and users, can be entered without prior notice for purposes of K-9 patrol for contraband, for maintenance and/or urgent circumstances. Users who are temporarily assigned or granted use of lockers have no possessor rights.

C. Equipment (Use, Check-out & Check-in):

1. Due to the limited amount of equipment and the need to maintain an accurate inventory, all equipment must be returned to its place at the end of a workout.
2. State owned equipment may not be removed from the PTF, nor stored in assigned lockers or offices.
3. If unfamiliar with exercise or weight equipment, PTF users shall consult with Academy Staff for information on proper equipment operation.

D. Equipment Inventories:

A safety inspection of all weight room equipment will be conducted by an Academy employee designated by the Director.

An annual inventory shall be conducted in accordance with fixed assets.

E. Non-Business Hour Access

1. Upon approval, an activity badge will be issued by Human Resources and a **NMCD Training Academy PTF User Acknowledgement and Agreement Form (CD-191103.1)** and a **PTF Acknowledgment and Release Form (CD-191103.2)** will be signed and kept on file.
2. Lost or stolen activity badges must be reported immediately to Human Resources at (505) 827-8696.
3. A \$10 replacement fee must be paid to the Business Office prior to being issued a replacement activity badge.

4. Activity badges must be returned in the event of termination of employment from the approved outside agency, revocation of privileges due to failure to follow rules, or upon request of the Corrections Department.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12
Date

STATE OF NEW MEXICO
CORRECTIONS DEPARTMENT
Central Office Administration: 4337 State Road 14, Santa Fe, New Mexico 87508
Post Office Box 27116, Santa Fe, NM 87502-0116
Main Number (505) 827-8600 Fax (505) 827-8533
www.corrections.state.nm.us
Susana Martinez, Governor
John Sanchez, Lt. Governor

Gregg Marcantel
Secretary of Corrections (505) 827-8884



Administrative Services	(505) 827-8601
Adult Prisons	(505) 827-8767
Corrections Industries	(505) 827-8597
General Counsel	(505) 827-8698
Information Technology	(505) 827-8713
Probation and Parole	(505) 827-8830
Reentry and Prison Reform	(505) 827-8541
Training Academy	(505) 827-8900

NMCD Training Academy PTF User Acknowledgement and Agreement

While utilizing the New Mexico Corrections Department – Training Academy weight room/gym you will abide by the following rules:

1. Must be an NMCD employee, commissioned law enforcement officer, or correctional officer. All others must have prior approval from the Department’s Secretary. A current employee ID card must be presented, and you must sign a release of liability form in order to receive an access card.
2. **Guests are not allowed.** Every person using the facilities must have an ID access card.
3. Law enforcement and correctional officers not employed by NMCD will be granted an access ID card for a one year period that must be renewed annually by submitting a current check stub or employee ID card and by signing a release of liability form.
4. NMCD employees will be granted an access card for a four year period.
5. Terminated employees or employees who voluntarily resign must return their access ID card to the Central Office Human Resource office.
6. **Violations of these rules may result in revocation of weight room, gym, racquetball court privileges.**
7. **No one under the age of 18 is allowed in the weight room.**
8. **Children are only allowed in the gym area accompanied by an ID access card holding adult and must be supervised at all times.**
9. Change out of uniform into workout clothes/gear. No work boots. No muddy shoes/boots. Shoes (no open toe) must be worn at all times. Shirts must be worn at all times.
10. All weights must be returned to racks.
11. Do not slam or drop weights on floor and/or mats.
12. No foul language is to be used.
13. Keep area clean & orderly.
14. Equipment needs to be wiped down after each use.
15. Must allow others to work out on equipment.
16. Anyone caught stealing, damaging and/or defacing will be barred AND subject to disciplinary/legal action.
17. Please report any breakage/damage to the Academy at 827-8900.
18. All law enforcement utilizing the gym must secure all ammunition, firearms, weapons and chemical agents in their vehicles prior to using the gym.

I have read and understand the weight room/gym/racquetball court rules. I further understand that failure to follow these rules will result in revocation of weight room/gym privileges and possible disciplinary action if employed by NMCD.

Print Name

Signature

Date

Department/Agency

Contact Phone Number

NEW MEXICO CORRECTIONS DEPARTMENT

PTF ACKNOWLEDGMENT AND RELEASE

I acknowledge that, by signing this document, I am releasing the New Mexico Corrections Department (NMCD), its employees, agents, and representatives (Releasees) from any and all liability arising out of my use of NMCD's gymnasium and weight/aerobic fitness area (gymnasium facilities) located at NMCD's Central Administrative Office in Santa Fe, New Mexico. This release is a contract with legal consequences. I have read it carefully before signing.

I further acknowledge that any physical exercise poses the risk of physical and psychological injury. Releasees hereby encourage me to have a physical evaluation or to consult with my physician or medical services provider before starting or continuing any physical fitness program or exercises.

In consideration of the Releasees' acceptance of my use of NMCD's gymnasium facilities, I voluntarily agree that:

I fully assume the risks associated with my use of the NMCD' gymnasium facilities, including but not limited to: overexertion, improper exercise technique, improper warm-up, my body's personal frailties, actions of other participants, equipment failure or inadequate safety equipment, the releasees' own partial or sole negligence, and the risk of non-serious, serious bodily injury and death.

For myself, my heirs, executors, administrators, legal representative, assignees and successors in interest, I hereby waive, release, discharge, hold harmless, and indemnify Releasees from any and all claims, including claims arising from the Releasees' own partial or sole negligence, which I have or which I may afterward accrue and from any and all damages I may directly or indirectly sustain arising out of my use of NMCD's gymnasium facilities. If any term or provision of this agreement is found to be invalid, that shall not affect the other terms and provisions, which shall remain binding and enforceable.

Finally, I understand that NMCD can terminate my use of NMCD's gymnasium facilities at its discretion.

Signature

Print Full Name

Date: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Physical Training Facility Rules and Regulations

A. General Rules

1. Proper stretching techniques should be performed before participation in any physical fitness activities.
2. Basic safety rules must apply at all times: No Horseplay.
3. Food or drinks are not allowed in the gymnasium, racquetball courts, weight room or locker rooms.
4. Use appropriate P.E. clothing and tennis shoes. No street clothing.

B. Basketball or Volleyball:

5. Only proper gym shoes will be worn on the court.
6. No hanging on the rim and nets.

C. Racquetball:

1. Only proper gym shoes will be worn on the court.
2. It is mandatory that proper eye wear (goggles) must be worn.
3. No more than four (4) people per court at any time.
4. Thirty minute time limit per game.
5. Court windows must remain unobstructed.

D. Weight Room-General

1. When using free weights you must always have a spotter. Users should work in pairs for safety purposes.
2. Know your weight room equipment. Never use equipment you are not familiar with. Ask Academy personnel for proper procedures before you experiment with new equipment.
3. Read posted lift technique charts before lifting.
4. Safety equipment must be worn during exercises. Wear weight lifting belts for all weight lifting.
5. When workout is completed, return all weights to their proper place. Free weights are to remain in the free weight area only.
6. Equipment damage should be reported immediately to Academy Staff to ensure safety for all participants.
7. Pick up after yourself by placing trash in the proper receptacles, i.e., Soaps out of showers, etc.

NEW MEXICO CORRECTIONS DEPARTMENT
Physical Training Facility Rules and Regulations
(Continued)

8. Exercise equipment should be shared.
9. Workouts should be equal to the individual's skill and/or endurance level. Beginners should take the proper warm up procedures and begin the workout slowly.
10. Proper gym clothing and shoes must be worn. No buckles, metal or loose clothing allowed.
11. Pins must all be accounted for after each weight lifting session.
12. Warm up before lifting weights to avoid injury.
13. Do not bang weights.
14. Keep collars on all free weight equipment.
15. No belts to be used on leg curl machine.
16. Keep feet off the walls.
17. No spitting on floors, walls, equipment, etc.
18. Keep clothing and body parts away from universal weight machines.
19. No horseplay of any kind allowed.

E. WEIGHT ROOM-SPECIFIC

1. WEIGHT LIFTING HINTS:

- As a rule, the range of reps for most weight training is: Exercise is minimum 8 reps - maximum number of reps is achieved at the specific weight being used.
- Increase poundage only when the maximum number of reps is achieved at the specific weight being used.
- Equipment is unsafe when parts are substituted that are not designed for that function, i.e., using the wrong pins from different machines or equipment, etc.
- It is critical that if you accidentally damage equipment, you must report it to the Academy Director immediately. Failing to do this could present a safety hazard for others.

2. INSPECTION:

- a. Weight room equipment will be inspected daily.
- b. Damages such as bent pins must be replaced, not reshaped since they are in a weakened condition. If one is bent, remove the pin and turn it in to the Director. That machine may not be used again until the pin is replaced.

3. NMCA CURRICULUM & SAFETY FOR WEIGHT LIFTING PROGRAM

The weight room at the Academy is of utmost importance to NMCD employees and law enforcement personnel. It is very beneficial in the improvement of strength and self-esteem. Unfortunately, the weight room is also one of the most dangerous areas at the facility. The following are safety tips to avoid injury and/or incidents in the weight room.

NEW MEXICO CORRECTIONS DEPARTMENT
Physical Training Facility Rules and Regulations
(Continued)

- a. **WARM UP, STRETCHING** To avoid injury, it is important that users stretch before working out.
- b. **START OUT LIGHT** The first couple of sets should be done using light weights. It is easy for a person to get hurt by attempting to lift too much weight at the beginning of a workout. This should be judged by considering the stature, age, weight and general physical condition. It is easier to start a person too light and work up than risk injury by over- estimating his/her capabilities.
- c. **UNIVERSAL MACHINES** Do not slam the weights on the universal machines. The plates or cable can break causing injury. It also causes more wear and tear on parts which increases the time equipment is not available for use.
- d. **CABLE** Do not grab the cables while they are being used.
- e. **PINS** Make sure the pins are completely entered into the slots. If not, the pin could slip out. If a pin gets stuck, as they do on occasion, report it to an Academy employee. Do not poke each other with the pins.
- f. **CLOTHING** Users must be dressed in work-out clothing. Levis, button up shirts and belts are not allowed. They could get caught in the machine, causing injury. Proper dress also underscores the discipline aspect of the training and maintains an image appropriate to the Physical Training Facility environment.
- g. **OLYMPIC BAR** The Olympic bar is designed to hold a 45 lb. plate on one side without tipping over. When taking plates off, you can leave a 45 lb. plate and the bar will not tip over, even through it appears that it might.
- h. **PLATES** The smooth part of the plate should be facing the outside.
- i. **COLLARS** Collar (clips) should be used on the Olympic bars at all times. This prevents plates from slipping.
- j. **SPOTTING BENCH PRESS** If there is one spotter on the bench press, he/she stands at the head of the person that is lifting. He/she helps the lifter get the weights off and put them back on the stand. If there are two spotters, they stand at the ends of the bar and help the lifter. Two spotters must always be used when heavy weights are being used. Spotters should watch for over exertion and/or inability to push the bar and unsteady movement during the lift.
- k. **SPOTTING SQUATS** The height on the rack should be adjusted so that the lifter does not have to go up on his/her toes to get the weight off and put it back on. If there is one spotter on the squats, he/she stands directly behind the lifter. If the lifter gets stuck, the spotter puts both hands on the lifter's waist and helps him/her up. If the lifter is using heavy weight, there should be a spotter on each side because it is sometimes difficult to put the bar back on the squat rack. Again, with two spotters, each one will position themselves on opposite ends of the bar.
- l. **BREATHING** The person lifting the weights should exhale during the push or pull phase of the exercise.
- m. **BELTS** Belts should be worn for all squats, dead lift and military press, or by persons with lower back problems. Belts are not to be worn on leg curls so that the bench will not get torn.
- n. **BIKES** Do not "pop wheelies" by lifting the front end of the bike off the floor while riding it. Do not play with the tires while the bike is being used.
- o. **HORSEPLAY** A common form of horseplay is when the spotters hold down the bar on the lifter, or when the pins in the universal machine are put on heavier weight without the lifter knowing it. This will not be tolerated.
- p. **EQUIPMENT** If any equipment is damaged, don't just leave it. Please report it right away, in writing to the Director.

 CD-191104	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 09/04/92 EFFECTIVE DATE: 10/01/92 REVIEW/REVISED: 02/29/12
	TITLE: Security Equipment Inventory Control	

AUTHORITY:

Policy *CD-191100*

PROCEDURE: [1-CTA-1B-08] [1-CTA-3B-02] [1-CTA-3B-03] [1-CTA-3B-04] [4-APPFS-3A-12]

- A. Security equipment shall be inventoried using the **High-Risk Equipment Inventory Form** (*CD-191104.1*) at least quarterly to determine their condition and expiration dates.
1. The responsibility for control and use of Academy security and related training equipment is delegated to the Chief of Staff Development or Assistant Chief of Staff Development.
 2. Security and related training equipment shall be maintained in the equipment room located in the Academy gym when not in use
 3. Issuance of security and related training equipment shall be documented using the **High-Risk Equipment Issue Log Form** (*CD-191104.2*)
 4. The equipment room shall be secured when not in use.
 5. Access to the equipment room shall be limited to the NMCA Director, Chief of Staff Development, Assistant Chief of Staff Development or Academy instructors.
 6. Inmates shall never be given access to the equipment room.
 7. Students shall use only security and related training equipment issued by the Academy during training.

- B.** The type and quantity of equipment available shall be determined on the basis of Academy training needs with consideration given to the needs of the institutions and the characteristics of the inmate population.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12

Date

 CD-191105	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 04/14/90 EFFECTIVE DATE: 04/14/90 REVIEW/REVISED: 02/29/12
	TITLE: Academy Lodging	

AUTHORITY:

Policy *CD-191100*

PROCEDURE:

A. Room Assignments:

1. Each cadet/student shall be assigned a room and room key the first day of class. The Academy Instructor responsible for the assignment shall submit to Academy Assistant Chief of Staff Development a copy of the Training Academy Room Assignment Roster.
2. The cadet/student shall be required to sign a receipt for the room, room key and shall be held responsible for the cleanliness of the assigned room and any damages incurred during the stay. No room changes shall be made unless permission is received from the primary instructor and/or the Assistant Chief of Staff Development.
3. Rooms shall be kept clean, neat, and orderly at all times. Cleaning supplies shall be available in the janitor's closet of each wing. The class president shall be issued a key to the janitor's closet. Inspections of individual rooms and common areas shall be conducted by the Chief of Staff Development, Academy Instructors or designee routinely during dormitory occupancy.
4. Assigned furniture and/or equipment shall not be moved or removed from rooms.
5. Each cadet shall be issued linen the first day of class. The cadet shall be required to sign for the linen, clean the linen during their stay and return the linen clean on the last day of training during checkout time on the schedule. A laundry room shall be available on each wing of the dormitory.

6. All other academy students/guests/lodgers will be issued linen on the first day of arrival. The lodger will be required to sign for the linen. Upon completion of the stay, the lodger will be required to deposit used linen to the designated laundry room.
7. The Class Coordinator will conduct an exit inspection of the room and report to the Assistant Chief of Staff Development or designee any damages discovered prior to releasing the students.

B. Lodging Facility Rules & Regulations:

1. Radios shall be permitted, provided the volume is controlled so as not to disturb others. TV's shall not be allowed unless prior approval has been received through the primary instructor. The only other electrical appliances allowed in the rooms shall be alarm clocks, personal shavers, hair dryers, curling irons, and clothing irons.
2. No food or drink shall be allowed in individual dormitory rooms or hallways. Smoking or chewing of chew tobacco shall not be allowed inside any Academy building.
3. The heating/cooling control and light switches along with personal appliances shall be turned off and blinds closed when the cadet leaves the room; rooms will be locked.
4. Cadets shall be responsible for the cleanliness of all common areas, restrooms, laundry rooms, janitor closets, recreation lounge and exterior areas. Each cadet shall be responsible for their own conduct and activities as well as that of the group.
5. All other lodgers/students shall be responsible for maintaining individual cleanliness of common areas, restrooms, etc.
6. The class president shall post a clean up roster detailing cadets to common areas. Each cadet shall insure their detail is executed promptly and properly, using strict standards of cleanliness and order. There shall be routine inspections of rooms and commons areas by Academy staff.
7. The Academy is not responsible for personal items stolen or lost. Each room must be locked when not occupied.

8. Loud and boisterous noise or unruly conduct shall not be permitted in the living areas. Horseplay can result in injury and damage to State property.
9. Restrooms shall be cleaned and sanitized daily by the cadets. Sinks and commodes/urinals shall be scoured and wiped down with disinfectant. Shower stalls shall be wiped down with no soap build up. Paper towels and toilet paper shall be stocked appropriately and all chrome fixtures shall be polished. The floors shall be swept and mopped daily and all trash removed daily.
10. Any problems with the room/furniture/appliances or any accidental damage that has occurred must be brought to the immediate attention of the primary instructor or academy staff. Cadets/Lodgers should not attempt any repairs. The class president shall be provided with an emergency telephone number for maintenance contact or other emergencies after hours.
11. Cadets/students may stay in the Academy lodging area during the weekends **ONLY** if an emergency exists, i.e., no other home, personal vehicle unsafe to travel, low on funds, etc, with written request to the Chief of Staff Development. Final approval in writing must be given by the Director or his designee. **All Academy rules and regulations still apply during a weekend stay.**
12. The Chief of Staff Development or designee shall ensure cadets are familiar with the proper evacuation procedures for the lodging facility as well as other Academy buildings. Evacuation procedures shall be posted in a central location in each building.
13. On the last day of training, cadets shall remove all personal items from the room. Cadets shall be required to check the linen and room key back in and conduct an exit inspection with a staff member. If any damages have occurred, the student shall be referred back to the Chief of the Basic Section for compensation.
14. Cadets shall receive and review a copy of the cadet Handbook which covers Academy dormitory rules, and shall sign and turn in the acknowledgment form located at the end of the booklet.
15. Cadets/Students may have a limited expectation of privacy with regards to dormitory rooms. The Training Academy dormitory areas are property of the State of New Mexico and, in the best interests and for the safety of other students and staff, will be entered without prior notice for purposes of K-9 patrol for contraband, of maintenance and urgent circumstances.

16. In the event circumstances warrant, dormitory rooms may be fully searched for evidence of contraband or illegal activity. Students are temporarily assigned to the rooms and have no possessor interests or right to the rooms or facilities.

C. Lodging Unit Bathing Facility:

1. Cadets/Students shall be provided the opportunity and facility's to shower at least daily.
2. Cadets/Students shall be provided restroom facilities segregated by gender.

D. Lodging Use by Non-Trainee and/or Non-Departmental Personnel:

1. Room and board shall be available on a limited basis to government employees in order to reduce or eliminate employee per diem expenses. The first priority for room availability will be those attending training conducted and/or sponsored by Corrections Academy.
2. Those not attending such training who request room and board facilities must be full time employees of a federal, state, county or municipal government agency.
3. All room rates are per individual for double occupancy unless exempted by the Director.
4. For classes other than cadets, the class coordinator or designee shall ensure lodgers/students are familiar with the proper evacuation procedures for the lodging facility as well as other Academy buildings. Evacuation procedures shall be posted in a central location in each building.
5. On the last day of training, students/lodgers shall remove all personal items from the room. Cadets shall be required to check the linen and room key back in and conduct an exit inspection with a staff member. If any damages have occurred, the student shall be referred back to the Chief of the Basic Section for compensation.
6. Each student/lodger shall receive and review a copy of the cadet Handbook which covers Academy dormitory rules, and shall sign and turn in the acknowledgment form located at the end of the booklet.
7. For local, county and state agencies, room and board at the Academy is provided at a rate of \$33.00 per day.

E. Registration:

1. A request for dormitory lodging can be made through email by submitting a completed **Academy Dormitory Registration Form (CD-191105.1)** to the Assistant Chief of Staff Development or designee. The request will be reviewed to determine if there is room availability during the requested time period. If it appears there will be lodging availability, the requestor will be advised that room (s) have been tentatively reserved for the date (s) requested.
2. A prospective lodger or lodger's agency may inquire into room availability and preliminary registration may be made by telephone through the Assistant Chief of Staff Development or designee. The Academy employee receiving the call will attempt to determine the room availability for the lodging date(s) requested. If it appears there will be lodging availability, the Academy employee will obtain from the caller as much information as possible to complete items of the **Academy Dormitory Registration Form (CD-191105.1)** and tentatively reserve the room (s) for the date (s) requested.
3. The Academy will mail or fax an **Academy Dormitory Registration Form (CD-191105.1)** to the caller within twenty-four (24) hours of receiving the call,
4. The prospective lodger or lodger's agency must have the form completed, signed by the prospective lodger's supervisor as authorizing such use, and received by the Academy not less than two (2) duty days prior to the anticipated arrival date of the prospective lodger.
5. A purchase order from the prospective lodger's agency obligating full payment of the room rates, and meals if applicable, must accompany the completed registration form. Any exception to this requirement must be by prior approval of the Director.
6. Upon receipt of the complete registration form and purchase order the academy will formally register the prospective lodger.
7. The Academy may cancel a reservation (s) if necessary to make room for authorized students or trainees. Prompt notice of any such cancellation must be made to the person (s) requesting the room (s) or his/her agency.
8. Purchase orders received for reservations that are totally canceled by the Academy or the requesting agency will be promptly returned to the originator.

9. Reservation cancellation by the requesting agency must be received by the Academy at least one (1) duty day prior to the beginning reservation date. Agencies canceling reservations after that time may be assessed a 15% penalty by the Academy.

F. Room Assignment:

1. Room assignments may be made only between 8:00 am and 5:00 pm on normal duty days. At that time the lodger shall be assigned a room and room key. The academy instructor responsible for the room assignment shall submit to the Assistant Chief of Staff Development the appropriate **Training Academy Room Assignment Roster** Form (CD-191105.2)
2. The lodger shall be required to sign a receipt for the room, room key and building access badge, and shall be held responsible for the cleanliness and any damages incurred during the stay.
3. No room changes shall be made unless permission is received from the Academy. The person responsible for the assignment must then submit to the Assistant Chief of Staff Development an updated **Training Academy Room Assignment Roster** Form (CD-191105.2)
4. Individual rooms shall be kept clean, neat, and orderly at all times. Cleaning supplies shall be available in the janitor's closet of each wing. Common areas shall be inspected by the Assistant Chief of the Staff Development Section or designee each morning of lodger occupancy. Individual room inspections may be periodically conducted.
5. Assigned furniture and/or equipment shall not be moved or removed from rooms.
6. Each lodger shall be issued linen when assigned a room. The lodger shall be required to sign for the linen, clean the linen during their stay and return the linen during check out time, which must be during normal duty hours. Upon completion of the stay, the lodger will be required to deposit used linen to the designated laundry room.

G. Lodging Facility Rules & Regulations:

1. It is a violation of Correction Department Policy for any person to bring onto the New Mexico Corrections Department complex and grounds any article of contraband including deadly explosive material(s), weapons, or ammunition, which has not been expressly authorized by the Director of the Corrections Academy or his designee. Arrangements can be made with a staff member of the Academy to temporarily store these items until they can be removed.
2. No alcohol or illegal substances will be brought onto the New Mexico Correction Department complex and grounds.
3. For security purposes, all dormitory exterior doors are locked at 9:00 pm each night. Lodgers wishing to stay the night must be in the dormitory by 9:00 pm and in their assigned rooms by 11:00 pm.
4. Radios are permitted, provided the volume is controlled so as not to disturb others. TV's shall not be allowed unless prior approval has been received through the Chief of the Staff Development Section. The only other electrical appliances allowed in the room shall be alarm clocks, personal shavers, hair dryers, curling irons, and clothing irons.
5. No food or drink is allowed in individual dormitory rooms or hallways. Smoking is not allowed inside any Academy building.
6. The heating/cooling control and light switches along with personal appliances shall be turned off and blinds closed when the lodger leaves the room; rooms will be locked.
7. Lodgers shall be responsible for the cleanliness of all common areas, restrooms, laundry rooms, janitor closets, recreation lounge and exterior areas they use. Each lodger shall be responsible for their own conduct and activities.
8. The Academy is not responsible for personal items stolen or lost. Each room must be locked when not occupied.
9. Loud and boisterous noise or unruly conduct shall not be permitted in the living areas. Horseplay can result in injury and damage to State property.

10. Any problems with the room/furniture/appliances or any accidental damage that has occurred should be brought to the immediate attention of the Chief of the Staff Development Section or designee. Lodgers should not attempt any repairs.
11. Lodgers may stay in the Academy lodging area during the weekends ONLY if an emergency exists, (i.e., no other home, personal vehicle unsafe to travel, low on funds, etc.) and with written request to the Chief of the Staff Development Section. Final approval in writing must be given by the Director. All Academy rules and regulation still apply during a weekend stay.
12. Lodgers shall make themselves familiar with the proper evacuation procedures for the lodging facility as well as other Academy buildings. Evacuation procedures shall be posted in a central location in each building.
13. On the last day of their stay, lodgers shall remove all personal items from the room. Lodgers shall be required to check the linen, room key and building access badge back in and conduct an exit inspection with a staff member. If any damages have occurred, the lodger shall be referred to the Chief of the Staff Development Section for compensation.
14. Lodgers staying in the Academy lodging do so at the convenience of the Academy and may be evicted for failure to follow laws, rules or regulation.
15. Lodgers shall receive and review a copy of the Academy dormitory rules, and shall sign and turn in the acknowledgement form located at the end of the booklet.

H. Lodger Meals:

1. Meals are provided for approved Lodged students and NMCD staff attending pre-approved training whose post of duty is more than 35 miles from Santa Fe.
2. The Course Facilitator shall prepare and keep current the **Academy Lodger Daily Meal Sign-In Log** Form (*CD-191105.3*), for each occupancy day of those lodgers residing in the academy dormitory, by typing in the names of such lodgers and the date service shall be provided. The completed form will be provided to the Academy Food Services Section in a timely manner.
3. The Food Services Director shall ensure only authorized lodgers receive meals and that they sign the **Academy Lodger Daily Meal Sign-In Log** Form (*CD-191105.3*) and initial the log for each meal received.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

02/29/12
Date

NEW MEXICO CORRECTIONS DEPARTMENT
Academy Dormitory Registration

PROSPECTIVE LODGERS						
NAME	GENDER		ARRIVAL	DEPARTURE	WITH MEALS	
	M	F			YES	NO
1.						
2.						
3.						
4.						
5.						

If requesting more than 5 lodger's, please attach page 2.

LODGER'S AGENCY

Contact Name: _____ Agency: _____
 Address: _____ Phone: _____

I certify the individual(s) named above are authorized by this agency to seek lodging at the New Mexico Corrections Academy, and that a purchase order for the full rate amount accompanies this registration request. I understand this agency may be assessed a 15% penalty for a reservation cancellation received by the Academy less than one (1) duty day prior to the beginning reservation date.

 Typed Name Signature Title Date

CORRECTIONS ACADEMY USE ONLY

Preliminary registration received by: _____ Date: _____

Formal Registration made by: _____ Date: _____

Registration cancellation made by: _____ Date: _____

Reason: _____

Lodger's Agency advised by: _____ Date: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Academy Dormitory Registration

PROSPECTIVE LODGERS						
NAME	GENDER		ARRIVAL	DEPARTURE	WITH MEALS	
	M	F			YES	NO
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

NEW MEXICO CORRECTIONS DEPARTMENT
Academy Room Assignment Roster

DATES FROM: _____ TO: _____

PRIMARY INSTRUCTORS: _____

CLASS NUMBER: _____

LOWER LEVEL SOUTH WING

ROOM #	KEY #	PRINT NAME	SIGNATURE	Date Out	Date IN
D101A-1	52				
D101A-2	52				
D101B-1	53				
D101B-2	53				
D101C-1	54				
D101C-2	54				
D101D-1	55				
D101D-2	55				
D101E-1	56				
D101E-2	56				
D101F-1	57				
D101F-2	57				
D101G-1	58				
D101G-2	58				
D101H-1	59				
D101H-2	59				
D101J-1	60				
D101J-2	60				
D101K-1	61				
D101K-2	61				
D101L-1	62				
D101L-2	62				
D101M-1	63				
D101M-2	63				
D101N-1					

Janitor Closet Key #		
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NEW MEXICO CORRECTIONS DEPARTMENT
Academy Room Assignment Roster

UPPER LEVEL SOUTH WING

ROOM #	KEY #	PRINT NAME	SIGNATURE	Date Out	Date IN
D201A-1	34				
D201A-2	34				
D201B-1	35				
D201B-2	35				
D201C-1	36				
D201C-2	36				
D201D-1	37				
D201D-2	37				
D201E-1	38				
D201E-2	38				
D201F-1	50				
D201F-2	50				
D201G-1	40				
D201G-2	40				
D201H-1	41				
D201H-2	41				
D201J-1	42				
D201J-2	42				
D201K-1	43				
D201K-2	43				
D201L-1	44				
D201L-2	44				
D201M-1	45				
D201M-2	45				
D201N-1	46				

Janitor Closet Key #		
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NEW MEXICO CORRECTIONS DEPARTMENT
Academy Room Assignment Roster

UPPER LEVEL NORTH WING

ROOM #	Key #	PRINT NAME	SIGNATURE	Date Out	Date IN
D202A-1	18				
D202B-1	19				
D202B-2	19				
D202C-1	20				
D202C-2	20				
D202D-1	21				
D202D-2	21				
D202E-1	22				
D202E-2	22				
D202F-1	23				
D202F-2	23				
D202G-1	24				
D202G-2	24				
D202H-1	25				
D202H-2	25				
D202J-1	26				
D202J-2	26				
D202K-1	27				
D202K-2	27				
D202L-1	28				
D202L-2	28				
D202M-1	29				
D202M-2	29				
D202N-1	30				
D202N-2	30				
D202P-1	31				
D202P-2	31				
D202Q-1	32				
D202Q-2	32				
D202R-1	33				
D202R-2	33				

Janitor Closet Key #		
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NEW MEXICO CORRECTIONS DEPARTMENT
Academy Room Assignment Roster

LOWER LEVEL NORTH WING

ROOM #	KEY #	PRINT NAME	SIGNATURE	Date Out	Date IN
D102A-1					
D102A-2					
D102B-1	AD1				
D102B-2	AD1				
D102C-1	AD8				
D102C-2	AD8				
D102D-1	AD3				
D102D-2	AD3				
D102E-1	AD6				
D102E-2	AD6				
D102F-1	AD5				
D102F-2	AD5				
D102G-1	AD4				
D102G-2	AD4				
D102H-1	AD17				
D102H-2	AD17				
D102P	AD12				

Janitor Closet Key #		
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NEW MEXICO CORRECTIONS DEPARTMENT
Academy Lodger Daily Meal Sign-In Log

DATE OF MEAL SERVICE _____ INDICATE MEAL WITH INITIALS

	PRINT NAME	SIGNATURE	BREAK-FAST	LUNCH	DINNER
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

FOOD SERVICE SIGNATURE: _____

DATE: _____