 <p>CD-037000</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></p> <p>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 12/03/15</p> <p>EFFECTIVE DATE: 12/03/15</p>	<p>REVIEW/REVISED: 12/03/15</p>
	<p>TITLE: Employee Wellness Policy</p>	

AUTHORITY:

- A. CD-010100

REFERENCE:

- A. Oregon Department of Corrections Wellness Policy
- B. ACA Standard 4-4225-1, *Standards for Adult Correctional Institutions, 4th Edition.*
- C. ACA Standard 4-APPFS-3G-04, *Standards for Adult Probation and Parole Field Services, 4th Edition.*

PURPOSE:

- A. The purpose of a wellness program is to improve the health and well being of New Mexico Corrections Department (NMCD) Employees through education and peer support that promotes a positive life style and increased quality of life.

APPLICABILITY:

All New Mexico Corrections Department (NMCD) Employees.

DEFINITIONS:

- A. Wellness Advisory Team: A team of employees from various institutions and regions that meets quarterly with Central Office Management to set goals to improve employee wellness. The focus will be on:

1. Nutrition	4. Financial health
2. Fitness	5. Relational health
3. Stress management	6. Spiritual health
- B. Wellness Committee: A team of employees from each individual public institution and probation/parole region that meets monthly to set training opportunities at the local level.

POLICY:

- A. NMCD Employees undergo significant stressors that impact their daily lives. It is NMCD policy that a wellness program should be designed to support healthy/productive life style choices.

- B. Support and guide staff who have witnessed or been party to traumatic situations either inside a facility or at home.
- C. NMCD is committed to the whole person of our employees. Quality of life outside of the confines of the correctional work environment is essential to positive morale and positive work outcomes.
- D. Participation in Employee Wellness Program is voluntary, but highly encouraged.
- E. NMCD is committed to educating its staff in healthy and purposeful living.
- F. Activities:
1. Fitness activities such as walking or running at lunch, breaks, and before or after work, are encouraged.
 2. Local wellness committees may also host fitness classes, such as yoga, aerobics, or stretching.
 3. Wellness activities that require the use of a conference room must be approved through standard processes. Business meetings will take priority when there are scheduling conflicts.
 4. Wellness activities must not interfere with normal operations. Activities will invite participation on a voluntary basis; and they must not create safety risks for participants or others.
- G. Wellness Committees have a very important role in disseminating health and wellness materials to NMCD employees. Every effort should be made to include health and wellness topics in meetings, distribute the materials and information to employees and look for opportunities locally to participate in wellness related activities. Wellness promotion program topics may include, but are not limited to:
- Fitness
 - Nutrition
 - Financial health
 - Stress management
 - Injury prevention
 - Tobacco cessation
 - Alcohol and substance abuse
 - Cancer awareness and prevention
 - Asthma and adult respiratory issues
 - Chronic conditions:
 - Heart disease, diabetes, hypertension
 - Sleep deprivation and related issues
 - Acute diseases: water and food borne illness
 - Relationship support
 - Spiritual well being
 - Gambling
- H. Responsibilities of Correctional Supervisors and Wellness Committee

1. Recognize health and wellness promotion as part of the local Wellness Committee's role, allowing a reasonable amount of time for members to participate.
2. Support employee participation in wellness activities such as health screenings and educational opportunities.
3. In an effort to support employees making conscious decisions about their nutrition, or those who have medical concerns (diabetes, high blood pressure, and heart disease), management teams and groups who sponsor food related events are strongly encouraged to add healthy choices to the food offered. For example, if donuts or cakes are brought to a meeting or "treat day," fruits or raw vegetables could be added as another healthy alternative. This allows *everyone* a choice when partaking in food related events.

I. Responsibilities of Wellness Advisory Team:

1. Oversee program work of local Wellness Committees to develop wellness goals, strategies and measures.
2. Measure progress of wellness practices by NMCD staff and report progress and achievements on a regular basis. Carry wellness promotion ideas and recommendations to the Policy Group.
3. Oversee the distribution of promotional materials and resources.

J. Responsibilities of Wellness Committees:


1. Work with facility management to help establish health promotion goals.
2. Distribute wellness information to employees.
3. Encourage individual participation.
4. Provide suggestions to the Wellness Advisory Team for additional topics or activities.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

12/03/15

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PROCEDURES:

I. Wellness Committee

A. Each individual Public Institution and Probation/Parole Region shall establish a Wellness Committee.

1. The committee will be made up of a minimum of three (3) officers-PPOs or COs, one (1) support person and one (1) manager. Selected from a list of volunteers by facility Wardens/Region Managers
 - a. Wellness Committee members shall serve a minimum one year term or be selected as Committee positions are vacated.
2. The committee will meet once a month or as needed in response to critical incidents.

B. The purpose of the wellness committee is to develop and implement:

1. Local on site programs that encourage and teach fitness, nutrition, weight management, stress reduction, smoking/tobacco cessation and financial management.
2. Propose and promote ideas for immediate aftercare/support for after traumatic incidents as an alternative or in addition to EAP. [4-4225-1]
3. The programs can be in the form of seminars, webinars or development of peer support counselors.
4. Set goals to improve staff wellness.
5. Incentives to encourage participation.

II. Wellness Advisory Team

- A. Each Committee will select one (1) person to represent them on a quarterly conference call with Central Office Staff-Directors of APD and PPD.
- B. The purpose of the quarterly conference call is to share successful and failed implementations of the wellness program and set goals for staff wellness.

III. Employee Compensation

- A. This is an essential function of NMCD. Staff will be compensated for participation.

IV. Responsibility

- A. Costs for wellness program seminars will be authorized through appropriate procurement rules and paid for by NMCD.
- B. Costs to train employees to be peer support counselors in the areas of fitness, nutrition, stress reduction and financial management will be paid for by NMCD.
- C. Candidates for peer counselors will be selected on a case by case basis; based upon interests, expertise and history with the department.
- D. Peer support counselors must be able to maintain confidentiality and respect the privacy of the individual staff member who receives counseling.
- E. Employees who self report Public Safety concerns to a peer support counselor shall be required to report through the chain of command for further investigation.

V. Guidelines

- A. Responsibility for wellness of employees will be shared between the Department and its employees.
- B. Not all resources and wellness activities will be available at all work sites. Each work site must make every effort to encourage the wellness concepts of fitness, nutrition, stress management and financial health.
- C. Wellness activities must not interfere with public safety operations.

VI. NMCD Quarterly Wellness Days

- A. NMCD is committed to hosting quarterly wellness days focusing on Correctional Staff Wellness at each institution and field office. These days may include outside speakers, one day seminars or a stress relief day where staff participate in team building exercises.



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