 <p><b>CD-010100</b></p>	<p align="center"><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p align="center"><small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</small></p>	
	<p><b>ISSUE DATE:</b> 01/09/84</p>	<p><b>REVIEWED:</b> 06/29/18</p>
	<p><b>EFFECTIVE DATE:</b> 05/29/90</p>	<p><b>REVISED:</b> 04/22/16</p>
<p><b>TITLE: Authority and Responsibility of the Department Secretary; Establishment of the Positions of Deputy Secretaries; Department Organization</b></p>		

**AUTHORITY:**

- A. NMSA 1978, Sections 9-3-1 through 9-3-9, as amended.
- B. NMSA 1978, Section 33-1-5 and -6 as amended.
- C. NMSA 1978, Sections 10-9-4 and 10-9-5 as amended.

**REFERENCE:**

ACA Standards 2-CO-1A-01, 2-CO-1A-02, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-08, 2-CO-1A-09, 2-CO-1A-10, 2-CO-1A-11, 2-CO-1A-12, 2-CO-1A-18, 2-CO-1A-19, 2-CO-1A-24 and 2-CO-1B-01, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.

**PURPOSE: [2-CO-1A-01] [2-CO-1A-18]**

- A. To establish the positions of Deputy Secretaries within the Office of the Secretary; and
- B. To outline authority, duties and responsibilities delegated to the Deputy Secretaries.

**APPLICABILITY:**

All Corrections Department employees, persons or organizations conducting business with or providing services to the Corrections Department and to all inmates assigned to the care and custody of the Corrections Department.

**FORMS:**

None

**ATTACHMENTS:**

**New Mexico Corrections Department Organizational Chart Attachment (CD-010101.A)**

**DEFINITIONS:**

- A. Deputy Secretaries: Individuals appointed by the Secretary with the consent of the Governor as the Secretary's special assistants.
- B. Secretary: The Chief Administrator of the Corrections Department appointed by the Governor with the consent of the Senate, who is responsible for the overall functioning and operation of the Department.

**POLICY:**

To establish the Deputy Secretaries of Operations and Administration as part of the Secretary's management team to enforce the legal requirements of Section 9-3-1 through 9-3-9 NMSA 1978, this creates the New Mexico Corrections Department and outlines the Secretary's responsibilities.




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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/29/18

Date

 <p><b>CD-010100</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
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**AUTHORITY:**

Policy *CD-010100*

**PROCEDURES:**

**A. Secretaries' Duties: [2-CO-1B-01]**

The duties of the Secretary pursuant to Sections 9-3-5 and 33-1-5 and -6 NMSA 1978, as amended, include the following:

1. Have authority to manage all the operations of the Department; **[2-CO-1A-12]**
2. Establish long- and short-range planning for the achievement of administrative functional goals. **[2-CO-1A-09]**
3. Administer and enforce the laws with which he/she or the Department is charged;
4. Exercise general supervisory and appointing authority over all Department employees; **[2-CO-1A-10]**
5. Formulate goals, establish policies and priorities related to those goals and translate them into measurable objectives with the participation and review of staff. **[2-CO-1A-06] [2-CO-1A-07]**
6. Ensure the agency prepares an annual report that includes narrative and statistical data on its objectives, programs, and services. The report is available to the public. **[2-CO-1A-24]**
7. Provide for a communication system within the Central Office that requires, at a minimum, that the Secretary meet with all department heads and key staff members at least monthly. **[2-CO-1A-19]**
8. Manage all programs and activities which provide for the adequate care, custody and supervision of convicted felons committed by the courts to the Department's jurisdiction; and
9. Serve at the pleasure of the Governor.

10. Execute the planning function and for monitoring and reviewing the expenditure of funds. [2-CO-1A-08] [2-CO-1B-01]

**B. Deputy Secretaries' Duties:**

1. Assist the Secretary in the performance of the business of the Corrections Department;
2. Oversee coordination of special projects (e.g., new construction/capital projects, etc.) and such other duties as directed by the Secretary;
3. Report directly to the Secretary on any assignment given; and
4. Assume the responsibilities as the Acting Secretary in the absence of the Secretary and/or when so designated by the Secretary. For purposes of this policy, the Department Secretary shall be considered to be absent when:
  - a. On official state business outside of the State of New Mexico;
  - b. On annual leave;
  - c. On sick leave.
5. The Secretary hereby designates to the Deputy Secretaries the authority to sign on behalf of the Department all documents or directives requiring his or her signature in his or her absence.

**C. Organizational Structure: [2-CO-1A-12]**

1. The Department's organizational structure will be reviewed annually and an organization chart produced which specifies lines of authority and chain-of-command as applied to divisions, bureaus and units (*CD-010101.A*).
2. Each Division Director will prepare an organizational chart which specifies lines of authority and chain-of-command. The chart will be reviewed annually, and revised as necessary.

**D. Communications System: [2-CO-1A-19]**

The Secretary shall hold monthly staff meetings to allow for the exchange of ideas, the discussion of issues, and to allow input into departmental planning.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/29/18  
Date

# NEW MEXICO CORRECTIONS DEPARTMENT ORGANIZATION CHART

