 <p>CD-033000</p>	<p align="center">NEW MEXICO CORRECTIONS DEPARTMENT</p> <p align="center"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p align="center"> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico </p>	
	ISSUE DATE: 03/13/95	REVIEWED: 08/31/18
	EFFECTIVE DATE: 03/13/95	REVISED: 02/27/15
TITLE: Employee Development		

AUTHORITY:

NMSA 1978, Section 33-1-6, as amended.

REFERENCE:

- A. ACA Standard 2-CO-1C-14, 2-CO-1D-09 and 2-CO-1D-10, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standard 4-4093 and 4-4094, *Standards for Adult Correctional Institutions*, 4th Edition.

PURPOSE:

To encourage employees to improve job skills and professionalism through participation in professional associations, correctional organizations and educational programs.

APPLICABILITY:

All employees of the New Mexico Corrections Department.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Professional Associations: A collective body of persons engaged in a particular profession or vocation.
- B. Skill Enhancement Programs: An activity specifically designed to improve an employee's job performance through the use of academic education, seminars, on-the-job training, conference attendance or instructional demonstrations in techniques of use in specific job assignments.

POLICY:

The New Mexico Corrections Department encourages its employees to participate in educational development and participation in criminal justice associations, professional organizations and activities at local, state, regional and national levels.

- A.** The Department encourages and shall provide administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities. **[4-4094]**

- B.** Employees are encouraged to continue their education. **[2-CO-1D-09] [4-4093]**

- C.** Professionals, Para-professionals and others shall have established career lines for their advancement and specific guidelines for staff supervision. **[2-CO-1C-14]**


- D.** Staff membership and participation in criminal justice and allied professional associations and activities is encouraged. **[2-CO-1D-10]**



David Jablonksi, Secretary of Corrections
New Mexico Corrections Department

08/31/18

Date

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PROCEDURES: [2-CO-1D-09] [2-CO-1D-10] [4-4093] [4-4094]

- A. Notices regarding training opportunities and professional organizational activities shall be duplicated and distributed for posting within all appropriate divisions and institutions.
- B. All employees are responsible for familiarizing themselves with the opportunities for growth available to them and for submitting timely applications for participation.
- C. To the extent possible within budget availability, the Corrections Department will provide funds for employee participation in professional conferences.
- D. The Department will provide for career lines that specify advancement and guidelines for staff supervision. **[2-CO-1C-14]**



 David Jablonksi, Secretary of Corrections
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