AUTHORITY:

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

REFERENCE:

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
AUTHORITY:

Policy CD-033000

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
New Mexico Corrections Department

08/31/18
Date