



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-030200 Recruitment, Selection, and Hire of Correctional Officers, Correctional Officer Specialists and Probation and Parole Officers	Issued: 08/21/92 Effective: 08/21/92	Reviewed: 05/14/20 Revised: 05/14/20
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. Americans with Disabilities Act.
- B. NMSA 1978, Section 33-1-6, 33-1-11, and 66-8-102, as amended.
- C. Policy *CD-000100*.

REFERENCES:

- A. ACA Standards 2-CO-1C-13, 2-CO-1C-18, and 2-CO-1C-19, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standards 5-1C-4057, 5-1C-4061 and 5-1C-4062, *Performance Based Expected Practices for Adult Correctional Institutions*, 5th Edition.
- C. ACA Standards 1-CTA-1C-04 and 1-CTA-1C-06, *Standards for Correctional Training Academies*, 2nd Edition.
- D. ACA Standards 4-APPFS-3A-02 and 4-APPFS-3A-03, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.
- E. Policy *CD-031100*.

PURPOSE:

To establish criteria, procedures and responsibilities for the recruitment, selection, and hire, of Correctional Officers, Correctional Officer Specialists (CO Specialists) and Probation and Parole Officers for the New Mexico Corrections Department (NMCD).

APPLICABILITY:

All employees of the New Mexico Corrections Department (NMCD), and private prison facilities and staff contracted with NMCD specifically those responsible for the recruitment, selection, and hire of Correctional Officers, CO Specialists and Probation and Parole Officers.

FORMS:

- A. **Employee Physical Examination Record** form (*CD-030201.1*)

ATTACHMENTS:

- A. **Training Academy Disqualifier Protocol** Attachment (*CD-030201.A*)
- B. **Certification By Waiver Requirements** Attachment (*CD-030201.B*)

DEFINITIONS:

- A. Custody Series: Correctional Officers, Sergeants, Lieutenants, Captains and Majors.

- B. MVD: Taxation and Revenue Department Motor Vehicle Division, the State government agency responsible for the licensing of motor vehicles and the drivers of motor vehicles.
- C. NCIC: National Crime Information Center; a national criminal justice information system located at the Federal Bureau of Investigations headquarters in Washington, D.C.

POLICY:

- A. Recruitment, selection and hiring of Correctional Officers, CO Specialists and Probation and Parole Officers are the responsibility of each facility Warden, Region Manager or designee, with support from the Corrections Academy.
- B. Qualified candidates will be selected by the academy's review panel, as Cadets, by qualification analysis, examinations, measurement against established standards, and compliance with specified pre-employment requirements.
- C. All employees who have direct contact with offenders shall receive an appropriate physical examination prior to job assignment. All other employees receive medical screening prior to job assignment. Employees receive re-examinations according to a defined need or schedule. **[2-CO-1C-19] [5-1C-4062] [4-APPFS-3A-03]**
- D. All selection, retention and promotion shall be based on merit and specified qualifications including all personnel covered by merit systems, civil service regulations, or union contracts. **[2-CO-1C-13] [1-CTA-1C-04] [5-1C-4057]**
- E. In accordance with state and federal statutes, a criminal record check shall be conducted on all new employees, contract personnel, interns, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance or delivery of services. If this record check returns the comprehensive identifier information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency. **[2-CO-1C-18] [5-1C-4061] [4-APPFS-3A-02] [1-CTA-1C-06]**
- F. All personnel attending any training courses that are coordinated and delivered by the Corrections Academy staff must have approval of the Director of the Corrections Academy or their designee. Employees shall complete and submit a request for training form.



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AUTHORITY:

Policy *CD-030200*

PROCEDURES: [5-1C-4057] [2-CO-1C-13] [1-CTA-1C-04]

A. Recruitment:

1. To attract qualified candidates who are interested in correctional services as a career, the Corrections Department will employ a variety of outreach and recruitment approaches.
2. Outreach and recruitment methods will include, but not be limited to, use of the media, personal contact, walk-ins, referrals, job fairs, meetings, file searches, public forums, posting on the State Personnel Office website on the Employment Services page, etc.
3. Divisions within the Department that hire Correctional Officers, CO Specialists and Probation and Parole Officers, should coordinate their recruiting efforts with the Corrections Academy.
4. All requests for employment as a correctional officer from applicants who are currently correctional officers in other states will be required to provide all training certificates as well as an outline of the academy training program they attended, to the New Mexico Corrections Academy. The determination of training requirements shall be on a case-by-case basis by the Director of the Training Academy, or designee. Applicants must meet all criteria listed on the **Certification By Waiver Requirements** attachment (CD-030201.B).

B. Pre-Employment Screening:

1. Applicants must meet all criteria listed on the **Training Academy Disqualifier Protocol Attachment (CD-030201.A)**
2. Assessment and selection of Correctional Officer Cadets, Correctional Officer Specialists and Probation and Parole Officers is conducted through a three (3) phase screening process.
 - a. Phase I consists of a NCIC background check, courts and records check for all states the applicant has lived in, and fingerprint submission [5-1C-4061] [2-CO- 1C-18] [1-CTA-1C-06]
 - b. Phase II consists of a psychological written examination, psychological interview,

and polygraph examination, if applicable. The psychological interview is conducted on the second day of screening.

- c. Phase III includes a medical physical examination completed by the applicant's physician (documented on the **Employee Physical Examination Record** form *CD-030201.1*. Academy staff will provide the applicant with the position Job Description to be provided to the physician), drug screening urinalysis and a final documentation review. [**2-CO-1C-19**] [**5-1C-4062**] [**4-APPFS-3A-03**]
3. Applicants must pass all phases of the screening process to be considered for employment. Any applicant that fails any phase of the screening process will not be allowed to continue on to the next phase, if the applicant decides to return at a later time they must re-start the process at Phase I.

C. Re-Employment Requests:

1. Applicants requesting re-employment with the New Mexico Corrections Department or any of NMCD private prison's vendors after having already been previously employed as a Correctional Officer must submit in writing their request to be re-employed to the respective Warden. The request must include previous dates of employment, facility previously employed at, reason for separation, and work history since separating from the Department along with supervisor names and phone numbers. The request shall also include the address and telephone number of the applicant.
2. The respective facility Human Resource Office shall review and obtain the applicant's employment history with the department and provide any information obtained to the facility Warden.
3. The Warden shall review the applicant's employment history and shall either:
 - a. Approve the request for re-employment and submit a memorandum to the Director of Adult Prisons with all pertinent information regarding the applicant's prior work history; or
 - b. Disapprove the request for re-employment and provides a written notification to the applicant.
4. The Director of Adult Prisons shall approve or deny all re-employment requests and return that decision to the originating facility Human Resource Office, including the private vendor prison facilities. A copy of all approved requests shall be forwarded to the Corrections Academy along with all pertinent information.
5. All approved re-employment applicants shall be referred to the Corrections Academy Human Resource Bureau and must successfully complete Phase I, Phase II and Phase III (as outlined in paragraph B.2.) of The New Mexico Training Corrections Academy screening process. Applicants will not be allowed to screen until the entire re-hire process has been followed and academy personnel has received a copy of the re-hire letter.

6. Correctional Officer re-employment applicants who have previously completed the Basic Correctional Officer Academy but separated from full-time employment as a Correctional Officer for more than one (1) year but less than five (5) years, shall be required to successfully complete a three (3) week Certification By Waiver (CBW) Academy in addition to Phase I, Phase II and Phase III of the pre-employment screening process.
7. All Correctional Officer re-employment applicants who have previously completed the Basic Correctional Officer Academy but separated from full time employment as a Correctional Officer for more than five (5) years shall be required to attend the Basic Correctional Academy in addition to Phase I, Phase II and Phase III of the pre-employment screening process.
8. Portions of the Basic Correctional Officer Academy training may be waived by the Director of the Corrections Academy based on the applicant's work history during the time of separation.

D. Transfer from Non-Custody to Custody Position Requests:

1. If a current non-custody Corrections Department employee, who previously held the rank of Correctional Officer I, Sergeant, Lieutenant, Captain, or Major, requests to be placed back into a Correctional Officer position, the employee must submit their request in writing to the hiring authority.
- E.** Any requests for exceptions to this policy shall be made in writing and must be approved by the Director of Adult Prisons, the Director of The New Mexico Corrections Training Academy, and the Secretary, respectively.

**NEW MEXICO CORRECTIONS DEPARTMENT
 Employee Physical Examination Record**

Name: _____ Date of Birth: _____

NOTIFY IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Address: _____ Telephone Number: _____

APPLICANT: Have you had any of the following? (Please check)

YES NO

Operations	___	___	Specify _____
Fractures	___	___	Specify _____
Head Injury	___	___	Specify _____
Back Injury	___	___	Specify _____
Knee Injury	___	___	Specify _____
Foot Injury	___	___	Specify _____
Other Injuries	___	___	Specify _____
Chronic Back Pain	___	___	Specify _____
Tuberculosis	___	___	Specify _____
Heart Trouble	___	___	Specify _____
Stomach Trouble	___	___	Specify _____
Fainting Spells	___	___	Specify _____
Epilepsy	___	___	Specify _____
Mental Disease	___	___	Specify _____
Jaundice	___	___	Specify _____
Rheumatism	___	___	Specify _____
Asthma	___	___	Specify _____
Sinus Trouble	___	___	Specify _____
Skin Disease	___	___	Specify _____
Hernia	___	___	Specify _____
Cancer	___	___	Specify _____
Other	___	___	Specify _____

I certify that I have had no injury, illness, or ailment other than as specifically noted above. Any falsification or misrepresentation will be sufficient ground for release from employment.

Applicants Signature: _____ Date: _____

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Employee Physical Examination Record

Name: _____ Date: _____
(Last, First, Middle Initial)

Temperature (F) _____ Height _____ Inches _____ Bilateral Visual Activity:
Pulse _____ Reg. _____ Irreg. _____ Weight _____ Pounds _____ Glasses OO OS OU
Respiration _____ Hair Color _____ With
Blood Pressure _____ Eye Color _____ Without

Current RX Medications Taken: _____

1. General Appearance: _____
2. Head, Face, Scalp: _____
3. Skin:
 - a) Lesions: _____
 - b) Tattoos: _____
 - c) Scars & others: _____
4. Eyes:
 - a) Bilateral Pupils: _____
 - b) Conjunctiva, Sclera, Lids: _____
 - c) Ocular Movements: _____
5. Ears:
 - a) Pannae, Canals, Drums: _____
 - b) Gross hearing (if abnormal, obtain audiometry and attach report)

6. Nose, Mouth, and Throat: _____
7. Neck: Rom, Thyroid: _____
8. Lymph Nodes: _____
9. Breasts: _____
10. Lungs: _____
11. Heart:
 - a) PMI: _____
 - b) Sounds/Murmurs: _____
12. Abdomen: _____
13. Liver: _____
14. Spleen: _____
15. Groin: Nodes, Lesions, And Hernias: _____
16. Back: Rom, Scoliosis, And Stoop & Squat: _____
17. Peripheral Pulses x 4: _____
18. Extremities: Clubbing, Edema: _____
19. Joints: Deformities, Rom: _____
20. Neurologic:
 - a) Mental Status: _____
 - b) Cranial Nerves: _____
 - c) Reflexes: _____

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Employee Physical Examination Record

- d) Cerebellar: _____
- e) Sensory: _____
- f) Motor: _____

Additional Comments:

I certify that the above named applicant is approved for employment as a Cadet/Mentee/CO I and/or a PPO I.

Physician's Contact Information:

Printed Name: _____

Address: _____

Phone Number: _____

e-mail address: _____

Physician's Signature: _____

Date: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Training Academy Disqualifier Protocol

The following are basis for disqualification from further Pre-Screening for employment.

1. **NO FELONY CONVICTIONS** Criminal activity in which applicant has been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge, been involved in any prosecution diversion program (PPP) as adjudicated for a felony crime committed will be permanently disqualified. Felony arrests will be reviewed on a case-by-case basis.
2. Any misdemeanor arrests will be reviewed on a case-by-case basis.
3. Any Domestic Violence Act conviction is automatic disqualification. Domestic Violence related arrests will be reviewed on a case by-case-basis.
4. Any applicant who has been on supervised probation must have completed probation one (1) year from the date of initial application. However, any applicant who has been on supervised or unsupervised probation will be reviewed on a case-by-case basis based on the criminal act.
5. Any DWI* must be older than three (3) years. Applicants with more than one (1) DWI will be reviewed on a case-by-case basis. Any convictions of Aggravated DWI* is disqualifying. *As defined by NMSA Section 66-8-102, as amended.
6. Applicant's tattoos will be reviewed by the Corrections Security Threat Intelligence Unit to include those that are visible in uniform that exhibit nudity, are sexually explicit, display vulgar language, art work, phrases or language that depict discriminating beliefs or are a potential safety concern for the applicant will need to be removed or covered prior to being employed. Tattoos determined to be gang affiliated or give the perception of, and/or deemed a security threat will be reviewed on a case-by-case basis.
7. Any use of marijuana, hashish or synthetic cannabinoids within three (3) months of application is disqualifying.
8. Any use of non-prescribed or illegal drugs to include, rave, designer or synthetic drugs within two (2) years of application is disqualifying. Example includes drugs such as cocaine, mushrooms, LSD, etc.
9. Any use of heroin, opiates, methamphetamine within three (3) years of application is disqualifying.
10. Any use of non-prescription steroids within six (6) months of application is disqualifying.
11. Any experimental use of any controlled substance, other than cannabis that exceeds five (5) times over applicants lifetime, will be reviewed on a case-by-case basis.
12. Sale or distribution of any illegal substance for yourself or others is disqualifying.
13. Any use of any illegal substance while employed as a law enforcement officer or correctional officer is disqualifying.
14. Any falsified information discovered during the screening process may be disqualifying.
15. Military Service – DD214 must show “Honorable” or “General Discharge Under Honorable Conditions” in the Character of Service (Item #24) block. The Academy Director or their designee will make final determination and exceptions.
16. Any illegal acts committed as a juvenile, to include sale, distribution of drugs and crimes shall be open for panel review.

READ COMPLETELY!!

NEW MEXICO CORRECTIONS DEPARTMENT CERTIFICATION BY WAIVER (CBW) REQUIREMENTS

This process takes into account the training, service and experience of a correctional officer, whether from New Mexico Corrections Department (NMCD) or another state. It is a three (3) week, 120 hour course, which will culminate with a certification exam. Each class begins with firearms (pass/fail). If a candidate does not pass the firearms portion of training, the candidate will be dismissed from the program. Based on available resources, CBW class sizes are restricted to the first 18 approved applicants. In the event an applicant fails two (2) firearms qualification attempts, they will be required to complete a full eight (8) week basic academy in order to receive certification.

Qualification requirements:

New Mexico certified Officer:

1. Possess an NMCD approved/accredited correctional officer state, county jail or detention center certification.
2. All New Mexico County Jail and Detention Center applicants must provide proof that they attended an academy that was 160 hours or more in length. *(NMCD will not consider annual training as part of the candidate's certification. Their academy must be a minimum of 160 hours).*
 - a. Must provide a copy of prior academy certificate showing the total training hours.
 - b. Must provide a copy of academy transcripts/ curriculum/ schedule/ syllabus for review of topics and length of classes.
3. All prior NMCD correctional officer employees must go through the re-hire process prior to being considered a CBW candidate.
4. Any prior NMCD correctional officer employee with **less than one (1) year of break in service** can be hired internally by the respective facility, as long as the re-hire process has been completed.
5. If the break in service is **longer than one (1) year**, then all three (3) phases of the screening process will be required. All applicants will have to undergo a background investigation similar to a basic candidate to include inquiries into internal affairs/resignation/termination history.
6. If a break in service **exceeds more than five (5) years**, the candidate will be required to undergo the full eight (8) week basic academy.
 - a. A break in service shall also mean when an officer transitions from a "custody position" into a "non-custody position," as defined by this policy and CD-034300 and no longer performs security for the institution as their primary job duty. Unless, an officer who does transition to a "non-custody position" maintains their correctional officer certification by attending and successfully passing all annual, in-service training requirements set forth in CD-031000 for a correctional officer. The responsibility to show proof of such annual, in-service training rests solely with each officer and they must provide proof of the training upon demand by the NMCD Training Academy in determination of eligibility for transfer.

Non New Mexico certified Officer:

1. Possess a correctional officer certification from another state, county jail or detention center.
2. Provide proof that they attended an academy that was 160 hours or more in length. *(NMCD will not consider annual training as part of their certification. Their academy must be a minimum of 160 hours).*
 - a. Must provide a copy of prior academy certificate showing the total training hours.
 - b. Must provide a copy of academy transcripts/ curriculum/ schedule/ syllabus for review of topics and length of classes.
3. All three (3) phases of the screening process are required for all out of state applicants.
4. **No physical agility testing will be required of any CBW candidate.**