

To: Applicant
From: New Mexico Corrections Training Academy
Regarding: Pre-Employment Screening Packet

Thank you for your interest in employment with New Mexico Corrections Department.

If applying for the position of Correctional Officer, please ensure you have completed an online application for “Correctional Officer Cadet” if you haven’t already done so at:
https://careers.share.state.nm.us/psc/hprdcg/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&FOCUS=Applicant

The position is listed under Santa Fe. Your desired work location will be chosen at a later date.
STATE Facilities: Northeastern New Mexico Detention Facility– Clayton NM; Springer Correctional Center—Springer NM; Penitentiary Of New Mexico—Santa Fe NM; Central New México Correctional Facility– Los Lunas NM; Western New Mexico Correctional Facility– Grants NM; Roswell Correctional Center—Roswell NM; Southern New Mexico Correctional Facility in Las Cruces NM is NOT open to new applicants!

Please contact Instructor Edwards at MariE.Edwards@state.nm.us to schedule your screening appointment upon completion of this packet.

The following packet **MUST BE COMPLETELY FILLED OUT** and forwarded to the training academy by email to Yessenia.ramirez@state.nm.us **3 days PRIOR** to your scheduled screening date. **Please do not print out and fill out manually!!**

Read every question carefully and completely. Take your time.

No blank spaces are allowed!! If any of questions in the packet do not apply to you mark “N/A” or --” on the line. Packets with blanks will be considered incomplete and rejected or will be considered for disqualification on the basis of omission of information.

BE HONEST!! Honesty throughout this process is imperative and highly valued. We will not hold your past against you so please disclose everything! Is you are unsure if you should write something down it is better to writ it down then it be found out later and being disqualified for it.

If any of the disqualifiers on the PROTOCAL on page 3 apply to you or if you have any questions, please contact Officer Ramirez at MariE.Edwards@state.nm.us for clarification before you attend screening.

Upon completion please save for your records and email to: MariE.Edwards@state.nm.us

CORRECTIONAL OFFICER

Step 1

Complete the online application for “Correctional Officer Cadet” if you haven’t already done so at:

https://careers.share.state.nm.us/psc/hprdcg/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&FOCUS=Applicant

The posting is under Santa Fe; however, you will select your desired location later.

Note: Otero County, Guadalupe County, Lea County, North Western Correctional are NOT state facilities.

Step 2

Complete the NMCD Correctional Officer Pre-Employment Screening. This process includes, document processing, fingerprinting, psychological written assessment and psychological interview. Advise as to which state facility you will be applying to when scheduling your screening.

STATE Facilities: Northeastern New Mexico Detention Facility– Clayton NM; Springer Correctional Center—Springer NM; Penitentiary Of New Mexico—Santa Fe NM; Central New México Correctional Facility– Los Lunas NM; Western New Mexico Correctional Facility– Grants NM; Roswell Correctional Center—Roswell NM; Southern New Mexico Correctional Facility in Las Cruces NM is NOT open to new applicants!

Screening Process for New Mexico Residents

Screening is conducted by appointment only, due to COVID19 only 5 appointments are given per day.

Contact MariE.Edwards@state.nm.us for available screening appointments. Screening is conducted Tuesdays AND Thursdays.

You must report between:

0745 and 0800

The following **original documents are REQUIRED** on screening date:

- Driver’s License (Provisional or Restricted License is not acceptable)
- U.S.A. Birth Certificate / Naturalization Certificate
- Social Security Card
- High School Diploma or GED/ Transcripts with graduation date or “Graduation requirement met”
- DD214 Military Discharge form (Member 4) (if applicable)

****Before attending your screening****

Visit our webpage at <https://cd.nm.gov/divisions/training-academy/recruiting/> download and complete “PRE-EMPLOYMENT SCREENING PROCESS”

Upon completion email it to: MariE.Edwards@state.nm.us at least **3 business days prior** to your screening appointment.

If any of the items on the Disqualifier Protocol in your packet apply to you, you will not be able to continue the process; reschedule your appointment in order to meet timeframes or cancel your screening date. If you have any questions on the disqualifiers please advise.

FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION AT ANY TIME DURING THIS PROCESS WILL CONSTITUTE GROUNDS FOR DISQUALIFICATION

For Screening, please dress business casual. Anticipate being here the entire day, bring snacks or a meal as you may not be dismissed for lunch. You may snack during testing. Your psychological interview may be held on Tuesday or may be scheduled for a teleconference for a later date/time.

The Training Academy is located at 4337 State Highway 14, Santa Fe, NM 87508. Building B (Google the exact address!!)

Our building is on the right-hand side and it has a blue rooftop. We are next to the Penitentiary of New Mexico (PNM) and across the street from Santa Fe Studios, and Santa Fe County Adult Detention Facility. Driving directions are located on our webpage, www.cd.nm.gov

COVID 19 Protocols

Ensure you are not experiencing any COVID19 symptoms. (fever, cough, shortness of breath) Have not been in contact with anyone that has been ill or tested positive for COVID19. If you have, you must have observed a 14-day quarantine without symptoms and obtained a negative test result.

****If you have been COVID19 positive, you must have obtained a negative test result prior to attending screening**** Advise immediately if this is your case.

Face coverings will be required. Social distancing practices will be followed.

Screening process for Out of State Residents

Visit our webpage at <https://cd.nm.gov/divisions/training-academy/recruiting/> download and complete "PRE- EMPLOYMENT SCREENING PACKET."

Email the following to: Yessenia.ramirez@state.nm.us

1. Academy Screening Packet (Typed or LEGIBLY printed)
2. CLEAR scanned color images or color copies of the following items are required:
 - A. Driver's License (Provisional or Restricted License is not acceptable)
 - B. U.S.A. Birth Certificate / Naturalization Certificate
 - C. Social Security Card
 - D. High School Diploma or GED/ Transcripts with graduation date or "Graduation requirement met"
 - E. DD214 Military Discharge form (Member 4) (if applicable)

3. Close up, clear, color pictures of all tattoos anywhere on your body except for those located in “swimsuit” areas. Sleeves or large tattoos may be broken up into sections.

If any of the disqualifiers on the Disqualifier protocol in the packet apply to you, you will not be able to continue the process, terminate your application until you are able to meet required timeframes or become eligible to apply.

FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION AT ANY TIME DURING THIS PROCESS WILL CONSTITUTE GROUNDS FOR DISQUALIFICATION

Once your packet is reviewed, you will be referred to the Mental Health Therapist Andrea Finch. You will then be provided with a link for your psychological assessment and will be scheduled for your psychological interview.

Note: Computer and internet access for an extended period of time will be required. Adobe Scan Application from Android Playstore or iPhone Apple Store will be very helpful!!

PROBATION AND PAROLE OFFICER

Please visit the New Mexico State Personnel webpage at www.spo.state.nm.us Under the New Mexico Corrections Department you will see all the available Probation and Parole Officer positions throughout the state. Postings are updated on a weekly basis, please visit the site often. Submit your application(s) the posting location(s) you would like to work for. Once your application is submitted, it will be reviewed and if selected you will be scheduled for an interview with the Office Supervisor. If you are selected after the interview, you will be referred to NMCTA Officer Ramirez to complete the pre-employment screening process. The screening is held on Tuesdays and Thursdays at the New Mexico Corrections Training Academy in Santa Fe, NM. The screening process includes document processing, fingerprinting, polygraph interview, psychological written assessment and psychological interview.

Qualifications: Associate Degree from an accredited college or university in Sociology, Psychology, Criminal Justice or related field as it pertains to the essential duties and responsibilities of the classification. Any combination of education from an accredited college or university and experience in behavioral case management, commissioned or non-commissioned law enforcement, military law enforcement or as a Probation Officer of the Courts, Disciplinary Hearing Officer, Administrative Law Judge or Adult or Juvenile Correctional Officer totaling two (2) years may substitute for the required education.

If you have any questions, please utilize email (MariE.Edwards@state.nm.us) as this provides the fastest and most informative response. Thank you!