 <p><b>CD-190000</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> <b>09/30/90</b>	<b>REVIEW/REVISED:</b> <b>05/20/14</b>
	<b>EFFECTIVE DATE:</b> <b>09/30/90</b>	
<b>TITLE: Establishment of the New Mexico Corrections Training Academy Division</b>		

**AUTHORITY:**

- A. NMSA 1978, Sections 9-3-3, 9-3-5, 9-3-6 and 9-3-12 as amended, "Executive Reorganization Act".
- B. NMSA 1978, Sections 10-9-1 through 10-9-25 as amended, "State Personnel Act".

**REFERENCES:**

- A. Policy CD-010100.
- B. ACA Standards 2 CO-1A-13, 2-CO-1D-01 and 2-CO-1D-03, Standards for the Administration of Correctional Agencies, 1993.
- C. ACA Standards 4-4008, Standards for Adult Corrections Institutions 4th Edition.
- D. ACA Standards 1-CTA-1A-01, 1-CTA-1A-02, 1-CTA-1A-04, 1-CTA-1A-05, 1-CTA-1A-06, 1-CTA-1A-07, 1-CTA-1A-09, 1-CTA-1A-11, 1-CTA-1A-13, 1-CTA-1C-02 and 1-CTA-3A-19, *Standards for Training Academies*, 1993.

**PURPOSE:**

To create a single unified division within the New Mexico Corrections Department (NMCD) with the responsibility to establish staff development training programs and instruction for classified employees and provide guidance to executive management personnel on technical or educational programs offered by other state agencies and act as the NMCD's liaison to other agencies offering specialized training to state employees.

**APPLICABILITY:**

All NMCD employees and persons or organizations conducting business with or providing employee training services to the NMCD.

**FORMS:**

None

**ATTACHMENTS:**

- A. **New Mexico Corrections Department Mission Statement Attachment (CD-190001.A)**
- B. **New Mexico Corrections Academy Organizational Chart Attachment (CD-190001.B)**

**DEFINITIONS:**

- A. *Director*: Individual appointed by the Secretary of the New Mexico Corrections Department (NMCD) with the approval of the Governor. Division Directors report directly to the Secretary or designee.
- B. *Deputy Director*: Individual assigned to assist Division Director and is second in command of the division.
- C. *Division*: Principal unit within the organizational structure of the NMCD headed by a director.
- D. *Secretary*: The chief administrator of the NMCD appointed by the Governor with the consent of the New Mexico State Senate, responsible for the overall functions and operations of the Department.
- E. *Section*: Principal unit within the division's organizational structure headed by a supervisor who is employed by the NMCD and who is subject to the provisions of the State Personnel Act as that statute pertains to classified employees. For the purposes of this policy, Sections are not to be considered bureaus, as that term is defined within the State Personnel Act.

**POLICY:**

Proper staff development training programs shall be provided by, and under the auspices of, a single division to ensure that NMCD staff training requirements are standardized and met.

- A. The NMCD's employee training programs shall be coordinated and supervised by qualified staff members. [2-CO-1D-01]
- B. Instructors shall be trained to respond to emergency health-related situations. They shall be trained in the administration of first aid and methods of obtaining assistance. [1-CTA-3A-19]
- C. The NMCD's training plan shall provide for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report shall be prepared annually. [2-CO-1D-03]
- D. Staff development training programs and instruction for classified employees shall include, but not be limited to, the following classifications:
- Correctional Officers (cadets to majors);
  - Administrative/management personnel;
  - Professional specialists;
  - Clerical support staff; and
  - Probation/Parole Staff.
- E. Provide technical assistance to the Department as requested in such areas as research, standards compliance and best practices.


- F. There is a mission statement that addresses the purpose and goals of the academy within the context of the total correctional system and is reviewed at least annually and updated as needed. **[1-CTA-1A-01]**
- G. Goals are formulated for the academy and translated into measurable objectives by the director. **[1-CTA-1A-02]**
- H. The academy is headed by a Director who is in charge of all personnel, volunteers, programs and activities connected with the academy. **[1-CTA-1A-04]**
- I. The director is appointed by the governing body. **[1-CTA-1A-05]**
- J. All responsibility, authority, support and liaison within this division shall be reviewed at least annually and updated as needed. **[2-CO-1A-13]**
- K. The qualifications, authority, and responsibilities of the Director and other appointed personnel who are not covered by merit systems, civil service regulation, or union contract are specified in writing by statute or by the parent agency. **[1-CTA-1A-06] [4-4008]**
- L. To be considered qualified, a Director, at a minimum, must possess the following: a Bachelor's degree in an appropriate discipline, five years of related administrative experience, and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to a bachelor's degree. **[1-CTA-1A-07]**
- M. This policy describes the NMCTA's organization. The description includes an organizational chart attachment (*CD-190001B*) that groups similar functions, services, and activities into administrative subunits. This document shall be reviewed annually and updated as needed. **[1-CTA-1A-09]**
- N. Regular meetings between the Director and all department heads and between department heads and their key members. Such meetings shall be conducted at least monthly. **[1-CTA-1A-13]**
- O. The policies and procedures for operating and maintaining the NMCTA and its satellites are specified in NMCD Chapter 19 which is accessible to all employees. These policies and procedures are reviewed at least annually and updated as needed. **[1-CTA-1A-11]**
- P. The staffing requirements for all categories of personnel are determined on an ongoing basis to ensure that required programs and services are being provided and the academy can perform its mission. **[1-CTA-1C-02]**



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Gregg Marcantel, Secretary  
New Mexico Corrections Department

05/20/14  
Date

 <b>CD-190001</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	
	<small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</small>	
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**AUTHORITY:**

Policy *CD-190000*

**PROCEDURES:**

**A. Establishment of the New Mexico Corrections Training Academy Division:**

The Corrections Department was established by Section 9-3-3, NMSA, 1978. The Training Academy Division was established by Section 9-3-3, C. NMSA, 1978.

1. The New Mexico Corrections Training Academy (NMCTA) Division Director (Director) shall produce a statement of the academy's mission, which is reviewed annually and updated as needed. The statement sets forth the purpose and goals of the NMCTA. **[1-CTA-1A-01]**
2. The NMCTA's mission, (*CD-190001.A*) goals, and objectives are linked directly with and support those of the New Mexico Corrections Department (NMCD). The Director of the NMCTA is accountable to the Secretary.
3. All responsibility, authority, support and liaison within this Division shall be reviewed at least annually and updated as needed. **[2-CO-1A-13]**

**B. Division Director: [1-CTA-1A-04]**

The qualifications for the position of Director will include, at a minimum, a Bachelor's degree in an appropriate discipline; five years of related administrative experience; and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training or college credits at a level of achievement equivalent to the Bachelor's degree. **[1-CTA-1A-06] [1-CTA-1A-07] [4-4008]**

1. The Division Director shall review and annually evaluate existing curricula for purposes of enhancing course content and developing new training programs.
2. The Division Director shall establish appropriate criteria to be used to coordinate and oversee the recruitment, screening and hiring process of new Correctional Officer employees.
3. The Division Director shall provide for the proper accounting procedures to produce the Division's budget. The Division Director shall further provide for a

system of internal accountability of revenues appropriated by the State legislature and other funds received from federal sources. Accounting procedures shall reflect governmental generally accepted accounting principles.

4. The Division Director shall further implement appropriate rules, regulations, policies and procedures to govern the development of curriculum criteria covering:
  - a. Basic training requirements of the NMCD's Correctional Officer Cadet employees; and
  - b. Advanced and specialized training to upgrade and increase the knowledge and skills of Department support staff, supervisory and management personnel.
5. The New Mexico Corrections Training Academy Division Director shall assure the department's employee training programs are coordinated and supervised by qualified staff members. Instructors shall be trained to respond to emergency health-related situations. They shall be trained in the administration of first aid and methods of obtaining assistance. [2-CO-1D-01] [1-CTA-3A-19]

**C. Goal Formulation:**

The Director formulates goals for the NMCTA and translates them into measurable objectives. These goals and objectives shall be formulated in conjunction with the operating budget and include the participation of designated Section Chiefs. [1-CTA-1A-02]

**D. Program Evaluation:**

NMCTA programs will be analyzed and evaluated at least annually to determine their contribution to the NMCTA's mission. The NMCD's training plan shall provide for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report shall be prepared annually. [2-CO-1D-03]

**E. Organization:**

The NMCTA shall provide a description of the organization that places staff in related units, promotes efficiency, and provides a clear chain of command from entry level positions to the Director.

The description includes a **New Mexico Corrections Training Academy Organizational Chart** attachment (*CD-190001.B*) that groups similar functions, services and activities into administrative subunits. The organization description shall be reviewed at least annually and updated as needed. [1CTA-1A-09]

1. The organizational structure, as depicted by the **New Mexico Corrections Training Academy Organizational Chart** attachment (*CD-190001.B*), is designed to facilitate the needs of the NMCTA, its employees and students in order to enhance the mission, goals, and objectives and provide internal accountability.
2. The Director is responsible for the overall operation of the NMCTA including formulation of policy and day to day direction. The following positions report directly to the Director:

- a. Business Manager: Responsible for fiscal management, budget preparation, purchasing, and accounting.
- b. Deputy Director: Responsible for the NMCTA operations, including oversight of Basic and Advanced Training, and Recruitment and Retention Sections.
- c. Human Resource Bureau Chief: Responsible for personnel management for the NMCD, including testing, hiring, staff orientation and cadets, transfers, layoffs, recalls, promotions, dismissals, suspensions, demotions and all related personnel actions. Advises administrators, supervisors, and employees to insure proper procedures are used in all personnel actions. Supervises staff assigned to the Human Resources Bureau.
- d. Administrative Secretary: Responsibilities include maintaining the Director and/or the Deputy Director's appointments and calendars, screening calls, processing mail, maintaining office files, typing, management of clerical personnel in the administrative office, and other tasks as assigned.
  - 1) Generate Training Certificates for Cadets/Students completing training courses at the NMCTA.
  - 2) Maintain copies of training certificates issued by the NMCTA, to include Correctional Officer Basic Courses, Training for Trainers, Defensive Driving, Specialty Courses, etc. Copies of the following shall be kept, files and maintained in the NMCTA Administrative Secretary's Office:
    - a. Class roster;
    - b. Training certificates for the class;
    - c. Oath of office; and
    - d. Class schedule.
  - 3) Maintain a written log/schedule of approved requests for classroom and gym facility assignment.
  - 4) Maintain the Master Training Plan report annually.
  - 5) Provide NMCTA annual report data to the Public Information Office to include in the NMCD Annual Report.
- e. Food Service Administrator: Responsible for providing complete food service for the Correctional Officer Cadets, NMCTA and Central Office staff, including three nutritionally adequate, palatable, and attractive meals per day produced under sanitary conditions and at reasonable costs. Meals are to be served Monday thru Friday of each week excluding State approved holidays.

**F. General:**

The New Mexico Corrections Training Academy Division Director shall organize the Division into as many Sections as the Director deems necessary to provide NMCD

employees with complete, viable and thorough training through the development of training programs.

The policies and procedures for operating and maintaining the academy and its satellites are specified in New Mexico Corrections Department Chapter 19 which is accessible to all employees. These policies and procedures are reviewed at least annually and updated as needed. **[1-CTA-1A-11]**

Training programs developed shall be in accordance with overall NMCD philosophy, policies and procedures, and must meet all American Correctional Association (ACA) Standards for Correctional Training Academies.



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Gregg Marcantel, Secretary  
New Mexico Corrections Department

05/20/14  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**New Mexico Corrections Training Academy**

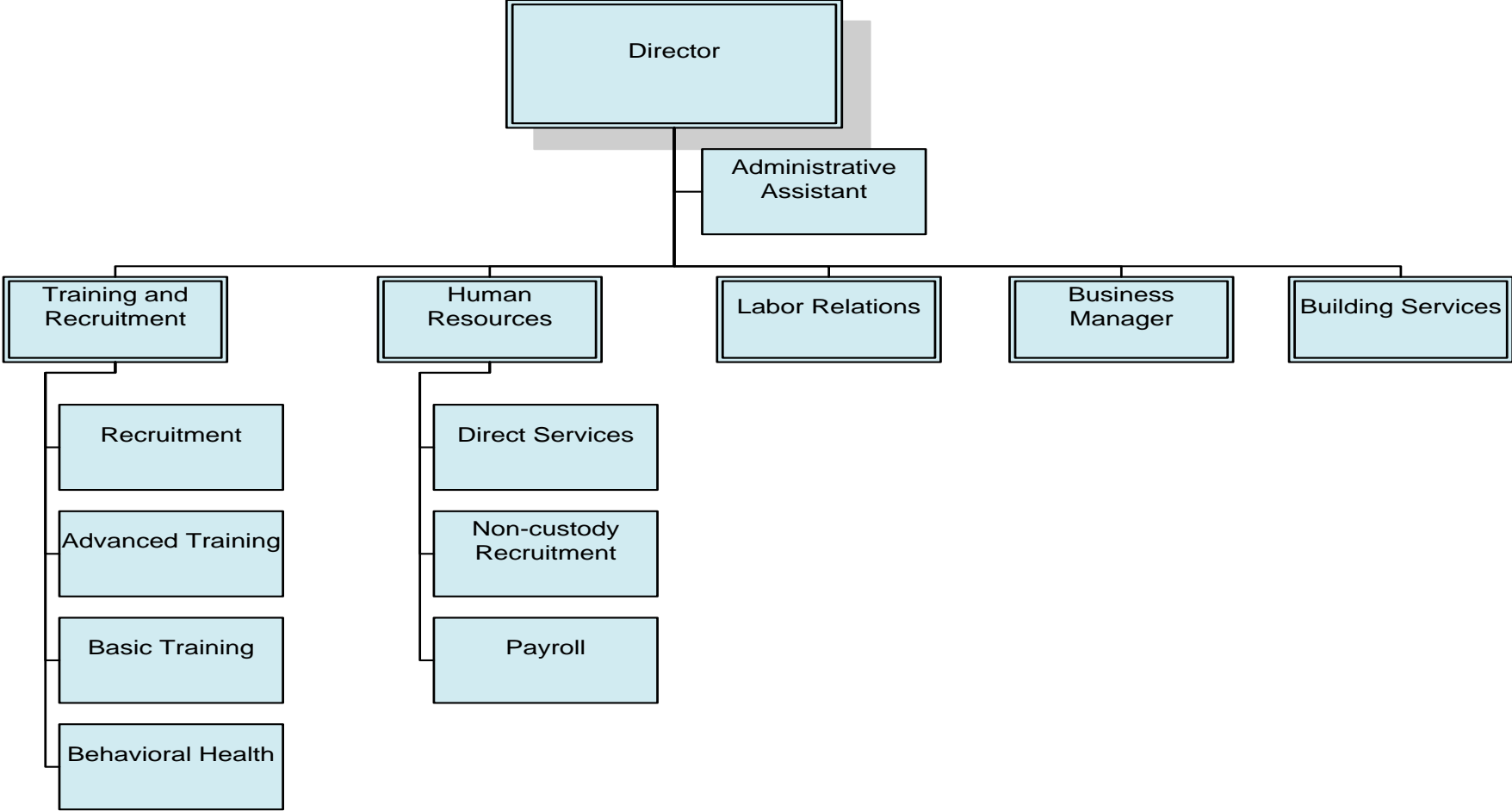
**Mission Statement**

We commit to the safety and well-being of the people of  
New Mexico by doing the right thing, always.

**C**ourage **R**esponsibility **E**thics **D**edication  
**CRED**ibly serving the public safety of New Mexico



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**New Mexico Corrections Training Academy**  
**Functional Organizational Chart**



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Gregg Marcantel, Secretary  
New Mexico Corrections Department