



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-191400 NMCTA Unprofessional Relationships and/or Fraternalization	Issued: 06/05/03 Effective: 06/12/03	Reviewed: 06/30/20 Revised: 10/05/17
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. Policy *CD-000100*
- B. Section 33-1-11 NMSA, 1978

REFERENCE:

Air Force Instruction – AFI 36-2909, 5/1/99
Policy CD-031800—Office of Professional Standards
Policy CD-032200—Ethics

PURPOSE:

To establish criteria, procedures, and responsibilities for maintaining professional relationships between New Mexico Corrections Training Academy (NMCTA) staff members and cadets/students who are attending training.

Professional relationships are essential to the effective operation of all organizations. The nature of NMCTA's mission requires strict adherence to this policy. While personal relationships between NMCTA staff and cadets/students and/or between cadets/students and fellow cadets/students are normally matters of individual choice and judgment, they become matters of official concern when they adversely affect or have the reasonable potential to adversely affect the NMCTA by eroding morale, good order, discipline, respect for authority, division cohesion, or mission accomplishment. Professional relationships are those interpersonal relationships consistent with core values: integrity first, service before self, and excellence in all we do. NMCTA staff must understand that the needs of the training facility will at times outweigh personal desires. This guidance focuses on the impact of personal relationships and on the interests of NMCTA as an institution. The guidelines set forth in this policy are based, in part, on the standards against fraternization.

APPLICABILITY:

This policy applies to all employees of NMCTA and cadets/students who are attending training.

FORMS:

- A. *CD-190401.1* **Policy/Procedure Acknowledgement**

ATTACHMENTS:**A. Policy/Procedure Acknowledgement Attachment (CD-190401.A)****DEFINITIONS:**

- A. Academy Staff Member: Any person employed at the New Mexico Corrections Training Academy (NMCTA).
- B. Cadets/Student: Any person attending training offered (on-site or off-site) by the NMCTA who is still on “probationary status” as a new employee with NMCD.
- C. Fraternization: To associate on close terms with another staff member or student especially when contrary to policy.
- D. Professional relationships: are those that contribute to the effective operation of the NMCTA.
- E. Unprofessional Relationships: Unprofessional relationships are those interpersonal relationships that erode good order, discipline, and respect for authority, division cohesion, and ultimately, mission accomplishment.
- F. Inappropriate Relationships: A relationship as defined in CD-031801(A)(1)(m): “Personnel prohibitions include: Inappropriate relationship between a supervisor and a subordinate.” (An example of an inappropriate relationship between a supervisor and subordinate would be a sexual and/or romantic relationship).

POLICY:

- A. This policy establishes supervisor and personal responsibilities for maintaining professional relationships between NMCTA staff members, and between NMCTA staff members and cadets/students and/or between cadets/students and fellow cadets/students who are attending training offered by the NMCTA. This policy includes specific prohibitions on the formation of personal relationships in the training environment during work hours or while attending any training with NMCTA.
- B. Unprofessional relationships and/or inappropriate between NMCTA staff members and cadets and/or between cadets and fellow cadets have a high potential for damaging morale and discipline. Consequently, NMCTA personnel have an ethical and a legal obligation to avoid certain relationships and activities. Staff members must not engage in any activity with a student(s) that reasonably may prejudice good order and discipline, or activities that compromise the integrity of the training division. The custom against inappropriate relationships extends to all relationships between NMCTA staff members, between NMCTA staff members and cadets.

- C. The Academy encourages personnel to communicate freely with their superiors and/or subordinates regarding their careers, performance, duties, and mission. This type of communication enhances morale and discipline, and improves the operational environment while, at the same time, preserving proper respect for authority and focus on the mission. Participation by all Academy staff in approved organizational activities is encouraged and contributes to the overall cohesion of the division.
- D. Supervisors at all level have the authority and the responsibility to maintain good order, discipline, and morale within their sections. They may be held accountable for failing to act in appropriate cases.
- E. It is the responsibility of all NMCTA staff at all levels to ensure compliance with this policy.
- F. Relationships that are alleged to be inappropriate will be reviewed on a case-by-case basis by the Director or their designee; and/or may be referred to OPS for investigation based on the nature of the allegation.



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AUTHORITY:

Policy *CD-190400*

PROCEDURE:

A. Actions in Response to Unprofessional Relationships:

If a relationship is determined to be inappropriate a supervisor shall take immediate and appropriate corrective action. The full spectrum of administrative action is available and should be considered. Administrative actions include, but are not limited to, counseling, reprimand, removal from positions, reassignment, suspension, demotion, or dismissal. **“Relationships determined to be inappropriate may lead to disciplinary action up to and including termination from employment.”**

B. Policy Enforcement:

This policy will be strictly enforced and adhered to by all staff. All NMCTA staff and each cadet will sign the **Policy/Procedure Acknowledgement** form (*CD-190401.1*) for receipt and understanding of the policy and procedure contents. The signed original attachment shall be maintained in the employee’s personnel file.

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Policy/Procedure Acknowledgement

I, _____, ACKNOWLEDGE THAT I HAVE RECEIVED
(PRINT NAME)

A COPY OF THE POLICY/PROCEDURE LISTED BELOW AND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THIS POLICY/PROCEDURE. I FURTHER ACKNOWLEDGE MY UNDERSTANDING THAT VIOLATIONS OF THIS POLICY/PROCEDURE MAY RESULT IN DISCIPLINARY ACTION. I UNDERSTAND THAT IF I HAVE QUESTIONS OR DO NOT UNDERSTAND ANY PROVISIONS OF THIS POLICY/PROCEDURE; I WILL ASK MY SUPERVISOR FOR CLARIFICATION.

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Employee Signature

Date

Witness Signature

Date

Original = Employee File
Copy = Employee