



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
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Reviewed/Revised: 5/26/22

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

- A. Americans with Disabilities Act.
- B. NMSA 1978, Section 33-1-6, 33-1-11, , 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-ACI-1C-10, 5-ACI-1C-14 and 5-ACI-1C-15, *Performance Based Standards and 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. NCIC: National Crime Information Center; a national criminal justice information system located at the Federal Bureau of Investigations headquarters in Washington, D.C.
- B. Screening Committee: Consists of the Director of Adult Prisons or designee, Director of Probation and Parole or designee & Director of the Academy or designee.
- C. Tattoo Review: Applicant's tattoos will be reviewed. Tattoos suspected to be gang affiliated or deemed a security threat will be reviewed by the Corrections Security Threat Intelligence Unit, for final determination. Tattoos that are visible in uniform that exhibit nudity, are sexually explicit, display vulgar language, artwork, phrases, or language that depict discriminating beliefs or are a potential safety concern will need to be removed or covered.

POLICY:

- A. Recruitment, selection and hiring of Correctional Officers, CO Specialists and Probation and Parole Officers are the responsibility of each facility Warden or Region Manager with support from the Corrections Academy.
- B. Qualified candidates will be selected, 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-ACI-1C-15] [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-ACI-1C-10]**
- 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-ACI-1C-14] [4-APPFS-3A-02] [1-CTA-1C-06]**
- F. Any requests for exceptions to this policy shall be made in writing and must be approved by the Secretary.



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Policy *CD-030200*

PROCEDURES: [5-ACI-1C-10] [2-CO-1C-13] [1-CTA-1C-04]

A. Recruitment:

The Corrections Department will utilize outreach and recruitment methods such as 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.

B. Pre-Employment Screening:

1. Applicants for correctional officer, excluding correctional specialists, or probation parole officer, shall:
 - a. Be citizens of the United States;
 - b. Be at least eighteen (18) years old;
 - c. have at least a high school education or its equivalent;
 - d. be of good moral character and not have been convicted of a felony or any infamous crime in the courts of this or any other state or in the federal courts; and
 - i. Felony charges resulting in a conditional discharge or deferred sentence will be reviewed on a case-by-case basis.
 - ii. Involvement in a pretrial or pre-prosecution diversion program will be reviewed on a case-by-case basis.
 - iii. Felony or misdemeanor arrests will be reviewed on a case-by-case basis.
 - iv. Individuals on active supervision will not be accepted for consideration.
 - v. Falsification of information during the application process may result in disqualification.
 - e. successfully pass any physical and aptitude examination the department may require.

- Examination requirements are outlined in CD-031001: Correctional Officer Training and Staff Development Requirements.
2. Assessment and selection of Correctional Officer Cadets, Correctional Officer Specialists and Probation and Parole Officers is conducted through a two (2) phase screening process.
 - a. Phase I consists of a NCIC background check, courts and records check for all states the applicant has lived in, tattoo review and fingerprint submission [5-ACI-1C-14] [2-CO- 1C-18] [1-CTA-1C-06]
 - b. Phase II includes a medical physical examination completed by the applicant's physician (documented on the **Employee Physical Examination Record** form CD-030201.1. Corrections 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-ACI-1C-15] [4-APPFS-3A-03]
 3. Correctional Officer Cadet applicants required to attend the 320-hour academy must complete a psychological written examination and psychological interview. The psychological screening process may be administered at correctional facilities via a video platform or in person.
 4. An applicant will only be dismissed from the screening process or the academy with the approval of the Screening Committee.
 5. Assessment and selection of Correctional Officer Cadets, Correctional Officer Specialists and Probation and Parole Officers may be conducted at correctional facilities and PPD District offices by facility and PPD staff. The screening process will meet the same standard as screening administered at the training academy

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.
5. Applicants with less than one (1) year break in service will be hired internally by the respective facility. Applicants will be required to pass a NCIC background check, courts and records check for all states the applicant has lived in, PREA employment check and drug screening urinalysis.
6. All approved re-employment applicants shall be referred to Human Resources and must successfully complete Phase I and Phase II (as outlined in paragraph B.2.) of the screening process.

D. Certification by Waiver (CBW) requirements:

1. Applicants with previous correctional officer, probation and parole officer or other law enforcement experience may be eligible to attend a certification by waiver course if they meet certain criteria.
2. This process considers the training, service and experience of a correctional officer, probation and parole officer or other member of law enforcement. It is a three (3) week, 120-hour course.
3. Qualification requirements: Applicants must
 - a. Successful complete Phase I & II of the screening process and;
 - b. Have a break in service as a correctional officer, probation parole officer or other law enforcement officer that is less than five (5) years and;
 - c. Meet at least one of the following requirements:
 - i. Previously graduated from the New Mexico Corrections Academy or;
 - ii. Provide proof that they attended a correctional officer, probation parole officer or other law enforcement academy that was 160 hours or more in length or;
 - iii. Previously worked as a correctional officer, probation parole officer or other law enforcement officer for at least one year.

E. Hires from outside law enforcement agencies:

1. Applicants with current or previous correctional officer, probation and parole officer or other law enforcement experience with less than one (1) year break in service may be eligible to be hired without attending the academy.
2. The facility Human Resource Office shall review and obtain the applicant's law enforcement employment history and any available training records and provide any information obtained to the facility Warden.
3. The Warden shall review the applicant's employment history and training records. If the applicant is a good candidate for a direct hire the Warden will submit a request for direct hire to the Director of Adult Prisons with all pertinent information.
4. The Director of Adult Prisons shall approve or deny all requests and return that decision to the facility Warden.

5. All approved direct hire applicants shall be referred to Human Resources and must successfully complete Phase I and Phase II (as outlined in paragraph B.2.) of the screening process. All employees hired using this process will be required to complete 40-hour onsite training prior to taking on the duties of their assigned position.
6. If the request is denied the applicant will be screened to determine if the applicant is eligible for the Certification by Waiver course or the 320-hour basic correctional officer academy training.
7. 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.

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

If a current non-custody Corrections Department employee, who previously held the rank of Correctional Officer, 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.

**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: _____