



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-190100 Minimum Training Criteria for Academy Employees	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 8/22/18 Revised: 8/22/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. Policy *CD-000100*
- B. Policy *CD-031100*

REFERENCE:

ACA Standards: 1-CTA-3A-08, 1-CTA-3A-09, 1-CTA-3A-10, and 1-CTA-3C-05
Manual of Standards for Correctional Training Academies, 1993.

PURPOSE:

To establish the minimum training requirements for employees according to specific needs and to enable all employees to function effectively by providing appropriate training.

APPLICABILITY:

This policy applies to all employees of the New Mexico Corrections Training Academy.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Training: Formal classroom instruction, on-the-job training under the direction of an instructor, and training meetings or conferences which include a formal agenda. Instruction is provided by a teacher, manager, or a training official with experience and/or education in teaching, adult learning theory, or who has professional licensure or expertise in the specific area of study.
- B. Performance Objectives: A specific written statement of the expected learning goals of all persons who successfully complete the training program.

POLICY:

- A. All employees shall receive training consistent with the needs of their job classification and pertinent to their work assignment.
- B. All academy personnel shall be trained in the implementation of written emergency plans. **[1-CTA-3C-05]**
- C. All new full-time academy employees shall receive orientation training before undertaking their assignments. Orientation training includes at a minimum the following: **[1-CTA-3A-09]**
- Orientation to the purpose, goals, policies, and procedures of the academy and parent agency
 - Working conditions and regulations
 - Employee's rights and responsibilities
 - Security responsibilities
 - Personnel practices
 - Prohibitions concerning sexual harassment, religious prejudice, and minority rights
 - Train-the-Trainer for NMCTA Instructors

Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

- D. Student training and staff development programs shall use the resources of public and private agencies, private industries, colleges, universities, and libraries. **[1-CTA-3A-08]**
- E. The academy shall establish an accurate, efficient and secure system for the recording, management and maintenance of staff and student training records. **[1-CTA-3A-10]**



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AUTHORITY:

Policy *CD-190500*

PROCEDURE:

The Director shall be responsible for planning and coordinating training programs in accordance with this policy. The Director may assign other qualified persons to provide training.

A. Training Programs:

The following resources may be used in the training of staff:

1. Academy curriculum and academy instructors
2. Adjunct Instructors (instructors from outside the NMCTA who are Train-the-Trainer certified and/or who possess professional licensure or skills/training in areas of instruction requiring the same)
3. Subject matter specialists or experts, (Department of Public Safety, State Police, Department of Energy and similar specialists, including colleges, and private companies specializing in training needs). [1-CTA-3A-08]
4. Audio-Visual aids/programs
5. Centralized staff training facilities
6. State Personnel – Human Resources Development

B. Basic Training Section Training Objectives:

1. To familiarize the new employees (Cadets) with the academy grounds
2. To inform cadets of the overall training program goals

3. To teach cadets the standards and requirements outlined within NMCD/NMCTA policies, procedures and programs
4. To provide cadets with a foundation of skills to prepare them to adequately perform their duties as corrections and probation/parole officers
5. To provide a core of professionally trained officers who are ethical, productive, and efficient
6. To develop interpersonal skills for cadets to assist in helping them establish productive, cooperative and professional relationships with all staff.

C. Mandatory Training Requirements by Category of Employment:

At a minimum, the following training curriculum shall be provided to the categories of personnel identified below:

1. All new employees shall receive orientation training prior to independent assignment on a particular job. This training shall include but not be limited to the following categories of information: **[1-CTA-3A-09]**
 - An overview of the department and academy purpose, goals, policies and procedures
 - Working conditions and regulations
 - Employee rights and responsibilities
 - Personnel practices
 - Security responsibilities
 - Prohibitions concerning sexual harassment, illegal discrimination and civil rights
 - Preparatory instruction related to the employee's particular job
 - Implementation of written emergency plans **[1-CTA-3C-05]**
2. Administrative, management, clerical, and support personnel shall receive a least forty (40) hours training during the first year of employment in addition to training specified above in Section C-1. All employees in these categories shall be required to receive at least 16 hours of training annually for each subsequent year of employment. **[1-CO-1D-08]**
3. Correctional Officer Specialist personnel shall receive at least forty (40) hours of training during the first year of employment in addition to training specified in Section C-
 - All employees in this category shall be required to receive one-hundred-sixty (160) hours of Basic Specialist Training during their first year or employment

and forty (40) hours of training annually for each subsequent year of employment. Orientation for part-time staff and contract personnel shall be appropriate to their needs based upon prior experience and program responsibility. Training shall be coordinated by the deputy director of the NMCTA.

D. Training Records: [1-CTA-3A-10]

1. Staff training records shall be maintained by the assigned employee's supervisor and the staff member. Additionally, a copy of training certificates shall be sent to the assigned human resources staff member to ensure placement of the training record in the employee's personnel file. Central Office staff training records shall be maintained by the training academy.
2. A training record shall be established for each employee to include the following minimum information:
 - a. Employee name
 - b. Assignment category (i.e., Administrative, Management, Clerical, Support, etc.)
 - c. Entry on duty date (date of hire)
3. It is the employee's responsibility to forward all documentation of training received to human resources.

E. Training Record Review:

A review of each employee's training record shall be monitored by the assigned supervisor on a regular basis. This monitoring of training progress will enable the division/facility to identify problem areas and to develop corrective action to ensure compliance with this policy.