



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-057500 Probation and Parole Division Field Training Officer	Issued: 11/14/2024 Effective: 11/14/2024	Reviewed: None Revised: None
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

NMSA 1978, Sections 31-21-7 and 33-1-10, as amended.

REFERENCE:

ACA Standard 4-APPFS-3A-13 *Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To create and establish criteria, procedures, and responsibilities for the selection, training, and establishment of field training officers within the Probation and Parole Department for the New Mexico Corrections Department. To establish a staff development plan, programs, and policies for all Probation and Parole Officers and to enable officers to improve their job skills.

APPLICABILITY:

New Mexico Corrections Department employees, specifically Probation and Parole Officers responsible for the training and supervision of incoming Probation and Parole Officers.

FORMS:

- A. **On the Job (OJT) Training Log** form (*CD-057500.1*)
- B. **On the Job (OJT) Field Training Log** form (*CD-057500.2*)

ATTACHMENTS:

None

DEFINITIONS:

- A. *Field Training Officer (FTO)*: Probation and Parole Officers who qualify and are selected for the purpose of facilitating training and guidance to Probation and Parole Officers upon completion of the Basic Academy.

POLICY:

- A. The New Mexico Corrections Department Probation and Parole Officer training is divided into a three-stage approach.
 - 1. Stage I: Successful completion of the 240-hour Probation and Parole Officer Basic Academy.

2. Stage II: Upon completion with the basic training the officer must complete On-the-Job Training (OJT) with a Field Training Officer (FTO) for a minimum of three months. OJT can be extended upon the approval of the Region Manager.
3. Stage III: Annual 40 hours in service/refresher training. The training plan shall be developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs.

B. Field Training Officer (FTO) applicants must meet the following qualifications:

1. Successful completion of the Probation and Parole Officer Basic Academy
2. Two (2) years experience as a New Mexico Corrections Department Probation and Parole Officer.
3. Two (2) years as a Probation and Parole Officer II. Probation and Parole Officer I's can be approved on a case-by-case basis.
4. Letter of Interest submitted with approval by the Probation and Parole Direct Supervisor, Region Manager and the Probation and Parole Division Director.
5. No disciplinary actions within two years of the Letter of Interest, to include Letters of Counseling, Letters of Reprimand, Suspensions, nor be on a current Performance Development or Attendance Plan.
6. No Office of Professional Service (OPS) investigations occurring during the time of application, nor become a target of an OPS investigation while serving as an FTO.
7. Successful completion of the eight-hour Field Training Officer Training Program conducted at the New Mexico Corrections Training Academy.

Recruitment, selection, and retainment of Field Training Officers is the responsibility of the Region Manager with final approval by the Probation Parole Division Director



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Revised: None

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PROCEDURES:

A. Stage I- Academy Training:

1. Academy training shall consist of a minimum of 240 hours under a training plan approved by the NMCTA Director. At a minimum this training will cover the following areas:
 - Orientation to the purpose, goals, policies, and procedures of the Division
 - Security and safety procedures
 - Emergency and fire procedures
 - Supervision of offenders
 - Use of force
 - Offender rights
 - Interpersonal relations
 - Communication skills
 - Standards of conduct
 - Sexual harassment
 - Code of Ethics
 - Civil Rights
2. The NMCTA Director will determine and document testing requirements that must be met for certification. These requirements will be approved by the Secretary of Corrections.

B. Stage II- On the Job Training (OJT)

1. Immediately following certification from the Probation and Parole Officer Basic Academy, each officer shall enter a period of On-the-Job training. OJT shall include:
 - Orientation to the Region
 - OMNI Navigation
 - Case Opening
 - Office Visits
 - Report Writing
 - Interstate Compact
 - Field Contact/Custody
 - Court Demeanor
 - Case Closure
2. OJT will be a minimum of three (3) months immediately upon graduation from the Basic Academy.
3. Training will be documented by the Field Training Officer (FTO) on the OJT Field Training Log (CD-057500.2)
4. Upon completion of the three (3) months, the FTO will submit the OJT Field Training Form to the Probation and Parole Supervisor with recommendations for successful completion or continuation of OJT.

5. The Probation and Parole Supervisor (PPS) will review each standard listed on the OJT Field Training Log (*CD-057500.2*) to ensure proficiency and document their approval for each standard on the OJT Training Log. (*CD-057500.1*)
6. The recommendation of an extension will require approval by the Region Manager. If the Region Manager recommends an extension of time in OJT, the OJT Field Training Log Form and recommendations shall be reviewed on a monthly basis.
7. Documentation of OJT forms will be included in their training and personnel file.

C. Stage III- In-Service Training

1. After the first year, all Probation and Parole Officers shall receive at least 40 hours of annual, in service/refresher training. This training shall include, at a minimum, the following areas:
 - Code of Ethics
 - Fire and Emergency Procedures
 - Supervision of Offenders
 - Use of Force
 - Civil Rights
 - Defensive Tactics

Additional topics shall be included based upon a needs assessment of both the staff and field requirements.

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Probation/Parole Personnel- On the Job Training Log

TRAINEE: _____ TITLE: _____

FIELD TRAINING OFFICER: _____ TITLE: _____

Task/Performance Objective	Explained		Demonstrated		Practiced		Successfully Completed		Approvals
	T/O Initial	Trainee Initial	T/O Initial	Trainee Initial	T/O Initial	Trainee Initial	T/O Initial	Trainee Initial	PPS Initial/Date
Orientation to the Region After explanation, demonstration, and practice, the trainee will be able to understand and explain Region procedures. (NMCD Policy: CD-032200)									
OMNI Navigation After explanation, demonstration, and practice, the trainee will be able to navigate through the different modules of the offender management system OMNI.									
Case Opening After explanation, demonstration, and practice, the trainee will be able to complete a intake and case opening within the time frames of policy. (NMCD Policy: CD-050900; CD-052700; CD-050200)									
Office Visits After explanation, demonstration, and practice, the trainee will be able to conduct an office visit with offenders assigned to a Standard and Special Program caseload. (NMCD Policy: CD-CD-050200)									
Report Writing After explanation, demonstration, and practice, the trainee will be able to complete reports within the NMCD policies. (NMCD Policy: CD-051700; CD-052600; CD-052700; CD-052800)									
Interstate Compact (ICOTS) After explanation, demonstration, and practice, the trainee will be able to demonstrate knowledge and navigation of the Interstate Compact Offender Tracking System (ICOTS).									
Field Contact/Custody After explanation, demonstration, and practice, the trainee will be able to contact a field contact in a safe manner to include policy standards. (NMCD Policy: CD-050700; CD-057400; CD-130600)									
Court Demeanor After explanation, demonstration, and practice, the trainee will be able to attend and address court request on behalf of the NMCD. (NMCD Policy: CD-032200; CD-030400)									
Case Closure After explanation, demonstration, and practice, the trainee will be able to complete a case closure within the time frames of policy. (NMCD Policy: CD-050900; CD-052700)									

I certify that proficiency was demonstrated by the above trainee concerning these tasks on (date) _____

FTO Signature _____

Employee ID # _____

Trainee Signature _____

Employee ID # _____

Region Manager Signature _____

Date _____

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Probation/Parole Personnel- Field Training Log

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