



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-190900 NMCTA Roles of Consultants, Contract Employees, and/or Employees of Other Public or Private Agencies	Issued: 9/28/05 Effective: 9/28/05	Reviewed: 5/27/26 Revised: 4/20/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Section 33-1-6, NMSA, 1978

## REFERENCE:

ACA Standard 1-CTA-1A-10, *Standards for Correctional Training Academies*, 1993.

## PURPOSE:

To inform consultants, contract employees and employees of other agencies of their responsibilities of their roles and responsibilities.

## APPLICABILITY:

To all consultants, contract employees and employees of other public or private agencies who provide services for the New Mexico Corrections Training Academy (NMCTA).

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

- A. Consultant and Contract Employees: Persons or groups who have a contractual relationship with the New Mexico Corrections Training Academy. Contract personnel must be approved through a State contract and abide by that contract.
- B. Coordination Officer: The employee designated by the Director to coordinate the administration of all occasional and part-time agents.

**POLICY:**

To provide a clear definition of the roles and functions of consultants, contractors and employees of public or private entities who assist the New Mexico Corrections Training Academy (NMCTA), that such persons shall be apprised of the extent of their authority and responsibility. Consultants, contractors or representatives of other public or private entities must abide by all New Mexico Corrections Department (NMCD) and NMCTA policies and state and federal laws. **[1-CTA-1A-10]**



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## AUTHORITY:

Policy *CD-190900*

## PROCEDURE: [1-CTA-1A-10]

- A. The provision of services by consultants, contract personnel and employees of other public or private entities must receive the approval of the Director prior to the services being provided.
- B. The Business Manager and/or appropriate Section Chief shall coordinate the processing and activities of consultants, contract personnel and employees of other public or private agencies. The Business Manager shall work closely with the Director and Section Chiefs to control and coordinate these activities. Each Section Chief using the services of consultants, contractors or other part-time persons shall closely assist the Business Manager in the coordination of activities.
- C. The Section Chief shall have training in NMCTA policies and procedures presented as deemed appropriate.
- D. Contract personnel, consultants and employees of other public or private entities will be under the authority of and be responsible to the Director.