



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-033000 Employee Development	Issued: 03/13/95 Effective: 03/13/95	Reviewed: 09/05/23 Revised: 2/27/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA 1978, Section 33-1-6, as amended.

## REFERENCE:

- A. ACA Standard 2-CO-1C-14, 2-CO-1D-09 and 2-CO-1D-10, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Expected Practices 5-ACI-1D-22, *Performance Based Expected Practices for Adult Correctional Institutions*, 5<sup>th</sup> Edition.

## PURPOSE:

To encourage employees to improve job skills and professionalism through participation in professional associations, correctional organizations, and educational programs.

## APPLICABILITY:

New Mexico Corrections Department employees.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

- A. Professional Associations: A collective body of persons engaged in a particular profession or vocation.
- B. Skill Enhancement Programs: An activity specifically designed to improve an employee's job performance through the use of academic education, seminars, on-the-job training, conference attendance or instructional demonstrations in techniques of use in specific job assignments.

## **POLICY:**

The New Mexico Corrections Department encourages its employees to participate in educational development and participation in criminal justice associations, professional organizations, and activities at local, state, regional and national levels.

- A.** The Department encourages and shall provide, as authorized, administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities. **[5-ACI-1D-22]**
- B.** Employees are encouraged to continue their education. **[2-CO-1D-09] [5-ACI-1D-22]**
- C.** Professionals, Paraprofessionals and others shall have established career lines for their advancement and specific guidelines for staff supervision. **[2-CO-1C-14]**
- D.** Staff membership and participation in criminal justice and allied professional associations and activities is encouraged. **[2-CO-1D-10]**



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## AUTHORITY:

Policy *CD-033000*

## PROCEDURES: [2-CO-1D-09] [2-CO-1D-10] [5-ACI-1D-22]

- A. Notices regarding training opportunities and professional organizational activities shall be duplicated and distributed for posting within all appropriate divisions and institutions.
- B. All employees are responsible for familiarizing themselves with the opportunities for growth available to them and for submitting timely applications for participation.
- C. To the extent possible within budget availability, the Corrections Department will provide funds for employee participation in professional conferences.
- D. The Department will provide for career lines that specify advancement and guidelines for staff supervision. [2-CO-1C-14]