



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-190200 Academy Training Plans, Staff/Student Training Records, and Course Exams	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 6/14/18 Revised: 6/14/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. Section 33-1-6 NMSA, 1978.
- B. Policy *CD-000100*

REFERENCE:

- A. ACA Standards 1-CTA-3A-03, 1-CTA-3A-04, 1-CTA-3A-05, 1-CTA-3A-08, and 1-CTA-3A-10, through 1-CTA-3A-15, *Standards for Correctional Training Academies*, 1993.
- B. NMAC 1.18.770.31

PURPOSE:

To (1) establish the development, publication, and periodic evaluation of the Corrections Academy Training Plan which is based on a valid assessment and addresses current job-related training needs, (2) establish a standardized, competency based training curriculum designed to meet the needs of Corrections Department employees, (3) provide guidelines for the management and standardization of the training curriculum, and (4) establish procedures for the accountability of staff and student training records. [1-CTA-3A-03] [1-CTA-3A-10]

APPLICABILITY:

To the Director, Deputy Director, Training Academy Section Chief, Training Personnel of the Corrections Academy, and other Corrections Department staff appointed as members of the Training Advisory Committees.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. *Advanced/Specialized Training Files*: Files containing training documentation for courses offered by the Corrections Academy other than Officer Cadet Basic.

- B. Officer Basic Training Files: Files containing training documentation for NMCD Officer Basic Courses of instruction offered by the Academy.
- C. Employee Training Files: Files containing training documentation for Academy employees.
- D. Training Certificate: A certificate of completion/attendance for a given course of instruction.
- E. Master Training Plan: A catalog published annually, before the beginning of each new fiscal year that gives the proposed schedule and descriptions of all courses/classes offered by the NMCD Academy.

POLICY:

- A. It is the policy of the New Mexico Corrections Training Academy that a training plan shall be developed and made available to all personnel of the Corrections Department.
 - B. Standards for the development of lesson plans or course curriculum shall be based on evaluations and assessments conducted by academy instructors or adjunct instructors. Course curriculum shall be maintained on file and followed for each class conducted. **[1-CTA-3A-14]**
 - C. The academy's student training plan shall be reviewed and approved by an advisory training committee composed of the academy's director and representatives from the agency based on the current job task analysis. **[1-CTA-3A-05]**
 - D. The plan shall detail all full-scale courses, interim classes, and refresher training offered by the Academy for the purposes of ensuring the availability of quality instruction that is responsive to job requirements, professional development, and the need to remain current on correctional issues and new theories, skills, techniques, and technologies.
 - E. Training plans shall contain at least the following information: **[1-CTA-3A-04]**
 - Fiscal year for which the plan is developed;
 - List of all courses/classes to be offered;
 - Dates the courses/classes are offered;
- Synopsis of each course/class. Including length in hours, target group, objectives,
- F. It is the policy of the New Mexico Corrections Department Academy that a competency based curriculum for all training programs, supported by appropriate materials and classroom resources, be employed to ensure a standardized, uniform, and consistent basis for all courses offered at the Academy. Such a basis provides the means for

evaluating the relevance of what is taught and measuring individual student progress by observable/assessable instructional objectives. [1-CTA-3A-15]

- G.** Records for each course will be maintained. The record shall include: [1-CTA-3A-11]
- Attendance records;
 - Course curriculum;
 - The instructor's name;
 - Course beginning and ending dates;
 - Student test results; and
 - Record of certificates awarded.
- H.** Daily class attendance is recorded, certified as accurate by the instructor or class coordinator, and maintained as required by state statute or regulation. [1-CTA-3A-12]
- I.** Each course of instruction has a class schedule that includes the name of each class, time and date of each class, and scheduled instructor. [1-CTA-3A-13]
- J.** 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]
- K.** Individual training records shall be maintained for all Academy staff and basic academy cadets/students.
- L.** Authorization to enter confidential file rooms where training records are maintained shall be limited to the Academy Director, Deputy Director, Human Resources and Training Academy Section Chiefs.



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CD-190201 Training Plans	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 6/14/18 Revised: 6/14/18
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AUTHORITY:

Policy *CD-190200*

PROCEDURES:

- A. Assessment of Training Plans shall be:
1. Conducted as needed by the Academy Section Chiefs and administrative staff.
 2. Submitted for review by a Training Advisory Committee composed of: **[1-CTA-3A-05]**
 - The Training Academy's Director and/or Deputy Director;
 - Selected representatives of the Central Office of the Corrections Department;
 - Deputy Director of Adult Prisons;
 - Facility Trainers; and
 - Wardens/Deputy Wardens.



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CD-190202 Staff and Student Training Records	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 6/14/18 Revised: 6/14/18
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AUTHORITY:

Policy *CD-190200*

PROCEDURE: [1-CTA-3A-10]

A. Employee training shall be scheduled and recorded by the employee's immediate supervisor.

1. The documentation shall be forwarded to the appropriate HR staff.
2. Duplicate documentation shall be maintained in the immediate supervisor's file.

B. The Basic Section Chief shall be responsible for the development, maintenance and handling of Basic Training Files.

The Basic Section Chief shall designate a Class Coordinator for basic training.

1. The Basic Section Chief shall review and approve the officer basic class schedule.
2. The class coordinator shall be responsible for the initial development and maintenance of student/course training records by filing pertinent information during the basic training courses of instruction.
3. Daily class attendance shall be recorded, certified as accurate by the instructor, and maintained as required by state statute or regulation. [1-CTA-3A-12]
4. The following documentation shall be included in each basic training class file: [1-CTA-3A-11]
 - a. Class Exam Score Sheet.

- b. time sheets/attendance sheets.
 - c. course evaluations.
 - d. Copy of course schedule, which includes the name of each class, the time and date of each class, and the name(s) of the scheduled instructor(s), course beginning and end date. **[1-CTA-3A-13]**
5. The following documentation shall be included in the individual student file:
 - a. graduation certificate;
 - b. certificates of accomplishments awards (marksmanship, academic, P.T., Etc.);
 - c. Oath of Office;
 - d. student exam score sheets;
 - e. accident or injury reports, if applicable;
 - f. letters of resignation, if applicable; and
 - g. Any documentation of disciplinary action.
6. Upon completion of the officer basic training Course, the Basic Section Chief shall audit class and student files for verification that the documentation described in Sections B. 5. and B. 6. above is present.
7. Upon completion of the audit, the class and student files shall be stored in an appropriate secure area.
8. The original training certificate(s) of all training shall be issued to each graduating cadet/student. It is the responsibility of the employee to deliver copies of all certifications to their respective human resources personnel.
9. Copies of the following shall be kept, filed and maintained in the training academy administrative secretary's office:
 - a. Class roster;
 - b. Training certificates for the class;
 - c. Oath of office; and
 - d. Class schedule.

C. Records of classes/courses offered or sponsored by the New Mexico Training Academy as described in Sections B and C shall be maintained at the Academy for the current year and then may be archived.

D. Master copies of the course curriculum for all classes offered by the Academy shall be maintained in an appropriate secured area.

1. Course curriculum shall be dated and reviewed at least annually.
2. Course curriculum shall be kept on file in accordance with applicable rules and regulations.
3. Course curriculum shall be developed by the New Mexico Corrections Training Academy Staff.
4. Specialty course curricula shall be developed by training academy staff that has the proper certifications in the specific specialty area.



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CD-190203 Course Exams	Issued: 4/14/90 Effective: 4/14/90	Reviewed: 6/14/18 Revised: 6/14/18
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AUTHORITY:

Policy *CD-190200*

PROCEDURE:

Examinations and Tests:

The competency of a given curriculum is based on the assessment and evaluation of student performance on the specific content areas of the curriculum. Assessment and evaluation of the Academy's programs provide standardized performance levels and are determined in two ways, written examinations and physical skills demonstration tests:

A. Physical Skills Demonstration/Tests:

1. For courses in areas requiring a set of physical action skills demonstration tests shall be developed by the instructor(s) certified to train in those areas; e.g.; firearms, defensive tactics, first aid, C.P.R., baton, use of restraints, chemical agents (OC aerosol).
2. Students shall be required to demonstrate proficiency in the given skill. For firearms, a qualification shoot of 80% or better is required, as well as a proficiency in the safe handling of weapons.

B. Written Tests:

1. Test standards and security is the responsibility of all instructors and supervisory staff at the Academy and is implemented to ensure the integrity of the evaluation methods and standards in the Academy certification process.
2. Test questions shall be designed by the instructor of a given subject matter whose proficiency has been established and who actually teaches the material for which he or she is designing a test. The test questions shall specifically address the performance objectives of each lesson plan that they are prepared for.
3. Each respective section chief shall be responsible for developing curriculum for their respective section. This shall include the review, revision and approval of all course curriculum and testing instruments by the New Mexico Training Academy, with a review by the directors of the adult prisons division and probation and parole division. For specialized topics such as PREA, legal and civil Rights Subject Matter

Experts are also contacted and consulted.

4. Copies of the test shall not be circulated indiscriminately among any personnel, whether or not they are Academy staff. Circulation of test copies is restricted to the following:
 - a. Trainees only in and during an examination;
 - b. The instructor(s) who designed the test, Basic Section Chief and Class Coordinator or designee.
 - c. Except when examinations and tests are in classroom use or being reviewed and evaluated by the designated academy instructors, all tests and test materials (hardcopies and electronic files) shall be stored in a secure location. Each respective Section Chief may retain one copy of the test for purposes of review and revision. Each respective Section Chief will maintain Master copies of all lesson plans, and tests (including practical demonstrations and written tests), and electronic files.
 - d. At no time and under no circumstances shall any test be shown to a trainee or any other personnel prior to the test time or outside of the test location, except those staff mentioned above.
 - e. All satellite academy locations, under the authority of the NMCTA by virtue of being a state facility or by contract audit authority for private facilities such as GEO/CoreCivic, will abide by and adhere to test standards and security. Only those persons identified to the NMCTA, by the satellite location Warden/Director, will have access to test materials.