



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-050600 Probation and Parole Division  
Firearms

Issued: 5/25/01  
Effective: 5/25/01

Reviewed: 02/21/2025  
Revised: 11/14/2024

Alisha Tafoya Lucero, Cabinet Secretary

*Original Signed and Kept on File*

## AUTHORITY:

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

## REFERENCE:

- A. ACA Standards 4-APPFS-3A-04, 4-APPFS-3A-05, 4-APPFS-3A-06, 4-APPFS-3A-08, 4-APPFS-3A-22, 4-APPFS-3B-01, 4-APPFS-3B-02, 4-APPFS-3B-03, 4-APPFS-3B-04 and 4-APPFS-3B-05 *Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- B. *CD-130600*, Use of force
- C. *CD-070700*, Reports of Serious Incidents
- D. *CD-037900*, Drug and Alcohol Free workplace
- E. NMAC, 10.29.9.8, Police Officer Minimum Standards of Training.
- F. NMAC 10.29.9.14, Entry level and requalification of firearms training.

## PURPOSE:

Establish standards for issuing, carrying, and qualifying with a firearm by authorized personnel of the New Mexico Corrections Department (NMCD). To establish the authority, duties and responsibilities for the development; promulgation and coordination of all firearms training programs; and define a program designed to improve the skills, knowledge and abilities of all personnel to successfully meet the Division's mission. It also establishes a policy for conducting firearms training, medical/physical evaluation, psychological examination, drug and alcohol screening, and qualifications, completion of an approved firearms training course for authorized personnel of the NMCD and define successful completion of that training. **[4- APPFS-3A-21]**

## APPLICABILITY:

This policy applies to all employees of the Probation and Parole Division (PPD).

## FORMS:

- A. **Firearm Authorization Review and Recommendation** Form (*CD-050601.2*)
- B. **NMCD Handgun Inspection** Form (*CD-050601.3*)
- C. **Notice of Failure to Demonstrate Handling Proficiency/and or Requalify with Firearms** Form (*CD-050604.1*)

## ATTACHMENTS:

**Policy/Procedure Acknowledgement** Attachment (*CD-050602.A*)

## DEFINITIONS:

- A. Authorized Personnel: PPD employee, who has successfully completed PPD firearms training, passed all required qualifications and has been granted permission in writing to carry a firearm by the Probation and Parole Division Director, and Secretary of Corrections.
- B. Commissioned Personnel: Probation and Parole Division includes three categories of employees as it relates to the possession of firearms:
  - 1. An employee granted the authority to supervise individuals pursuant to NMSA 1978 31-21-3 et seq and 33-1-10.
  - 2. An employee commissioned by the Secretary of Corrections with a firearms endorsement.
  - 3. An employee commissioned by the Secretary of Corrections that currently holds a New Mexico Law Enforcement Academy Police Officer Certification.

Only employees identified in paragraphs 1 and 2 in the definition above, may be authorized by the Division Director to possess a firearm in the performance of their duties. Employees identified in paragraph 3 in this definition may be authorized by the Division Director to wear a concealed firearm in the performance of their duties. Employees identified in paragraph 2 above may be authorized by the Division Director to carry a concealed firearm in the performance of their duties if they have a current and valid concealed carry permit.

No employee may carry a state-issued weapon, concealed or not concealed while off duty unless specifically authorized by the Division Director. The Division Director may set standards as to how authorized personnel can conceal their weapon.

- C. Division Range Master: PPD firearms training/program manager who conducts/schedules firearms training and qualifications for officers, maintains and issues firearms, equipment and supplies for statewide firearms training program and qualifications. Maintains, compiles, and reports firearms qualifications.
- D. Certified Firearms Instructor: An individual who has been certified to conduct firearms training by a recognized authority and **approved by the NMCTA Director** and whose certification or re-certification has taken place within three years of the current date.
- E. Firearm: Includes the following:
  - 1. **Semi-automatic handgun** issued. Must be a .40 Glock, . 9 mm weapon. The Division Director must approve any other caliber of weapon.
  - 2. **Shotgun** issued. Must be a 12-gauge caliber shotgun.

3. **Rifle** issued. Must be a .223/5.56 mm caliber weapon.

Any ammunition must be issued by the Probation and Parole Division with the approval of the Division Director or their designee before use on duty or for training. At no time will any employee use reloads or remanufactured ammunition in a state owned firearm.

## **POLICY:**

- A. The Division will require its authorized personnel to possess approved firearms while on-duty. Use of firearms will be in accordance with Policy (*CD-130600*) **Use of Force**. firearms will PPD staff shall not carry: **[4-APPFS-3B-01]**
  1. In an establishment licensed by the New Mexico Regulation and Licensing Department to dispense liquor unless in the lawful discharge of their duties.
  2. While consuming alcohol or while under the influence of alcohol.
  3. While on suspension, administrative leave, under investigation, or otherwise relieved of normal duties.
  4. Outside the State of New Mexico, except while on official business or unless lawfully provided by the jurisdiction through which the employee is traveling or visiting.
- B. All personnel authorized to carry a weapon other than a chemical agent receive a physical agility evaluation, a mental health screening, and substance abuse testing prior to being issued such a weapon. **[4-APPFS-3A-04]**
  - Successfully pass any physical and aptitude examination the department may require.
- C. PPD shall maintain a firearms training program which will direct efforts toward the development proficiency in firearm use and safety;
  - To ensure and promote firearms safety;
  - To ensure and promote the care and maintenance of the issued firearms;
  - To oversee re-certification of performance in high liability areas, and the development of specialized skills;
  - Creating an awareness of new techniques and technologies for all employees; and
  - To manage and maintain the Division's current firearms program.
- D. It is also the policy of the Division to ensure that every employee/instructor be allowed to maintain training as described in the New Mexico Law Enforcement Academy Rules and Regulations, New Mexico Corrections Academy Rules and Regulations and this policy. The Division Range Master, with the Division Director's approval, reserves the right to determine, mandate and schedule the required training.

- E. The firearms training program will be specifically planned, coordinated, and supervised by designee appointed by the Division Director, and will be reviewed annually and updated as needed. **[4-APPFS-3A-06]**
- F. The Division Range Master must have received specialized training for that position including completion of the Training for Trainers 40-hour course. All persons who deliver training will receive instruction in adult learning theory. **[4-APPFS-3A-08]**
- G. The use of firearms by any NMCD staff will be governed by Policy (*CD-130600*) **Use of Force**. **[4-APPFS-3B-02]**
- H. Prior to assignment to a position involving possible use of a firearm, all personnel authorized to use firearms will receive appropriate firearm training: This training will cover the use, safety, care, and the law governing the use of deadly force: All authorized personnel will demonstrate competency in the use of firearms, two (2) times per year including a minimum of one (1) day and one (1) low light qualification. **[4-APPFS-3B-03]**
- I. The Division Director may revoke the authorization to carry a firearm when reasonable cause exists. The authorized weapon will be seized and secured. **[4-APPFS-3B-04]**
- J. Officers will notify the department of any physical, pharmacological, or other condition that could affect their ability to perform their duties or carry a firearm safely. The agency will take steps consistent with federal HIPPA regulations with respect to such disclosure and adopt and implement necessary procedures to safeguard such information. **[4-APPFS-3B-05]**
- K. All employees who carry firearms will receive a copy of this policy and procedure and a signed **Policy/Procedure Acknowledgement** Attachment (*CD-050602.A*) will be placed in their Training file and their personnel file.



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-050601 Probation and Parole Division Firearms	Issued: 5/25/01 Effective: 5/25/01	Reviewed: 02/21/2025 Revised: 11/14/2024
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-050600*

## PROCEDURES:

### A. Chain of Command Approval:

Each employee seeking authorization to carry a firearm must submit a letter of interest to their immediate supervisor up through the chain of command to the Division Director. The process will be as follows:

1. The Division Director solicits letters of interests from the field.
2. Employee submits letter of interest to immediate supervisor.
3. Supervisor submits recommendation to Region Manager.
4. Region Manager approves or denies letter of interest based on employment history (performance history, disciplinary action history, etc.) and submits recommendation to the Division Director.
5. If the employee is disapproved, the employee will be notified in writing by memo by the region manager as to why they were disapproved. The memo will be placed in the training and personnel file.

### B. Administrative Review:

1. Upon successful completion of the Basic Firearms program, a review of the employee's training file will be conducted and a final recommendation made to the Division Director on the Firearms Authorization Review and Recommendation Form (CD-050601.1).
2. The Division Director will submit a recommendation to the Secretary of Corrections to authorize employees to carry firearms who have successfully completed this process.
3. The Secretary of Corrections will authorize in writing those employees who he or she approves, to carry a firearm.
4. The Division Director may revoke the authorization to carry a firearm a when there is a reasonable cause to do so and will submit a written report.. **[4-APPFS-3B-04]**

5. Reasonable cause includes but is not limited to observed erratic or unsafe use of a weapon and making inappropriate or threatening comments while using or while in possession of a firearm.

### **C. Medical Limitations/Drug and Alcohol Screening:**

1. Employees will notify their immediate supervisor of any physical, emotional or pharmacological conditions causing physical or emotional impairment as it may affect the ability to act or handle a firearm or other weapon safely and proficiently. Impairment will be defined as a condition that can affect judgment, reaction time or motor skills. **[4-APPFS-3B-05]**
2. In those instances where an employee believes and/or medical personnel indicate that medication used may affect judgment and/or reaction time, authorization to carry a firearm will automatically be suspended. Authorization will be reinstated upon the cessation of the medication and its effects, or with a physician's ruling that the medication's potential contraindications would not be hazardous to handling a firearm safely and proficiently.
3. Employees requesting to carry a firearm will be subject to a drug and alcohol test prior to certification. All staff is subject to random drug and alcohol screening in accordance with Policy (CD-037900) **Drug-Free and Alcohol-Free Workplace**

### **D. Official Use of Firearms: [4-APPFS-3B-01]**

1. The use of firearms by any NMCD employee will be governed by Policy (CD-130600) **Use of Force** and includes the following: **[4-APPFS-3B-02]**
  1. Weapons will be subject to stringent safety regulations and inspections.
  2. In the performance of their duty, employees shall use only firearms approved by NMCD and use them only when authorized under NMCD policy .
  3. Employees to whom firearms are issued will follow procedures that specify methods for ensuring the security of weapons.
    - a) Firearms will never be left "in view" in an unattended vehicle, whether that vehicle is locked or unlocked.
    - b) When firearms must be left in a vehicle, they should be locked in the trunk (if available) of a car, rather than in a glove box or hidden under a seat.
    - c) Firearms will not be carelessly left in any other location where they may be readily stolen, damaged or where they might inadvertently contribute to the injuring of an innocent party.

**E. Psychological Evaluation Requirement: [4-APPFS-3A-04]**

The employee must undergo psychological testing to qualify for firearms carry. The employee must receive a recommendation to carry firearms from the testing psychologist.

The Division Director may require additional screening, at any time, when an employee, who is authorized to carry a firearm, is exhibiting unsafe abnormal, or aberrant behavior that can be properly documented.

**F. Exemptions:**

The New Mexico Corrections Training Academy Director has the authority to waive portions of policy training requirements, and chain of command approval, based on an evaluation of an individual's training and certifications. Waivers must be in writing and placed in the individual's personnel and training file.

- G.** Any requests for exceptions to this policy must be requested in writing and approved by the Secretary of Corrections.



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-050602 Probation and Parole Division Firearms Organization	Issued: 5/25/01 Effective: 5/25/01	Reviewed: 02/21/2025 Revised: 11/14/2024
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-050600*

## PROCEDURES:

### A. Director's Responsibility:

1. It will be the responsibility of the Division Director to allocate sufficient budget to meet the Division's firearm training needs. It will be the responsibility of the Division Director and the NMCTA Director to approve or disapprove firearm training programs.
2. It will be the responsibility of the Division Director to communicate firearm training needs and desires to the NMCTA Director for possible program development.
3. It will be the responsibility of the Division Director to allow instructors to be excused from normal duties to participate in various training presentations.
4. The Division Director may appoint a designee to administer any section of this procedure. The appointment will be in writing and disseminated to division employees.
5. The firearms training program will be specifically planned, coordinated, and supervised by the Division Range Master who is appointed by the Division Director and will be reviewed annually and updated as needed. It will be the responsibility of the Division Range Master to post firearm training schedules for classes at least (30) calendar days in advance of the scheduled start date. **[4-APPFS-3A-06]**
6. It will be the responsibility of the Division Range Master to accumulate, verify and forward all required training documentation to the Division Director and the NMCTA Director.

### Division Range Master's Responsibilities:

1. The Division Range Master must have received specialized training for that position including completion of the Training for Trainers 40-hour course, Firearm Instructor



course or training and will, at a minimum, be able to demonstrate the use of the principles of adult learning, a variety of experimental instructional techniques, principals of curriculum design, and facilitation and presentation strategies. **[4-APPFS-3A-08]**

2. The Division Range Master will report to and serve at the discretion of the Division Director.
3. The schedule will include the course name, hours, and location and instructors' names. The schedule will be submitted to the Division Director and NMCTA Director for review and approval. Upon approval, there will be no changes without the Division Director's authorization.
4. It will be the responsibility of the Range Master to notify Division personnel of upcoming training programs presented by the Division or by approved outside sources.

It will be the responsibility of the Division Range Master and NMCTA to develop and maintain a centralized record of all firearm training score sheets, inspection forms, signed range rules and after-action report.

5. It will be the responsibility of the Division Range Master to actively seek information regarding training needs and to develop and present programs.
6. Regardless of the rank of the individual officer attending a firearms qualification, the Division Range Master has the ultimate authority of the range.
7. Range rules will be read and signed by all authorized personnel once per calendar year and maintained by the district Division Range Masters.
8. The Division Range Master will:
  - a. Conduct and document safety handgun inspection on each firearm annually.
  - b. Accurately count every hit on the target and place the value to the hit to determine the officer's qualification score.
  - c. Conduct a review on use of force and weapon manipulation during phase qualifications.
  - d. Promptly begin scheduled firearms qualifications training.
  - e. Train and be prepared to conduct qualifications as well as maintain target frames, targets, target stands, metal targets, staple guns, staples, markers, score sheets,

range rules, after action reports, weapon inspection forms, ammunition, whistle, stopwatch, pens, ear protection, eye protection, cleaning supplies, gun parts, tools and any other necessary equipment to conduct training.

- f. Attend all scheduled instructor qualifications and maintain current certifications. Provide documentation to NMCTA Director within fourteen (14) business days of completion.
  - g. Maintain a minimum of 90% on all courses of fire. One attempt to re-qualify on a failure is permitted. Remedial training is not applicable to firearm instructors.
9. Advanced and specialized firearms training programs will be coordinated by the Division Range Master to meet the needs of the Division with the approval of the Division Director and NMCTA Director.
10. The following list identifies the major training programs currently managed by the Range Master. The list may not be all inclusive and ad hoc training programs may be offered:
- h. Basic Firearms Training Program;
  - i. Basic Rifle Training Program;
  - j. Basic Shotgun Training Program; and,
  - k. Remedial Firearms Training Program.

**B. Certified Firearm Instructors:**

- 1. NMCD Certified Firearms Instructors will be selected as instructors based upon:
  - a. Divisional need;
  - b. The desire to instruct;
  - c. Subject matter knowledge and experience;
  - d. Instructional ability;
  - e. Instructor certifications; and
  - f. Recommendation of management.
- 2. A written notification from the Division Director will be forwarded to the instructor, supervisor, Region Manager and Division Range Master in sufficient time (30 days) to arrange for the needed time away from normal duties.
- 3. Potential firearm instructors will be required to successfully complete a New Mexico Law Enforcement Academy Certified Firearm Instructor Course. The course content will include: **[4-APPFS-3A-06]**

- a. Lesson plan development.
  - b. Performance objective development.
  - c. Learning theory.
  - d. Testing/evaluation techniques.
  - e. Presentation techniques and aids.
4. Upon successful completion of the certified Firearm Instructor Course, documentation will be sent to the Division Director and the NMCTA Division Director.
  5. Firearm Instructors will receive regular on-going training to maintain certifications.
  6. Only instructor's current with the New Mexico Law Enforcement Academy or New Mexico Corrections Department Firearm Instructor Certification will be allowed to instruct.
  7. Maintain a minimum of 90% on all courses of fire. One attempt to re-qualify on a failure is permitted. Remedial training is not applicable to firearm instructors.

**F. Service and Issue:**

1. Any firearm found to be in disrepair or unserviceable will be reported immediately to the Division Range Master and their direct supervisor.

Firearms will only be issued and reissued by the Division Director or Division Range Master. It is prohibited for any employee, other than the Division Director or Division Range Master, to issue or reissue a firearm.

2.

**G. Employee Responsibility:**

1. All range safety rules and procedures will be enforced at all times.
2. Only department issued ammunition will be used while on duty or in training.
3. All approved employees must wear NMCD approved equipment, protective gear to include ballistic vest, eye protection, ear protection and a billed baseball cap during the participation of firearms qualifications. It is the employee's responsibility to report to qualifications with the required equipment, cleaning kits and be prepared for any adverse weather conditions.
4. It is the employee's responsibility to participate and qualify two (2) times per year on the day and low light course of fire. Failure to comply with this policy may disqualify an employee from the firearms program.
5. It is the employee's responsibility to comply with the Division Range Master's and

Certified Firearm Instructor's directions during qualifications. The shooting of extra rounds during a stage of fire, making up rounds, poking holes in the target, tearing paper off of the target or any other form of deception are prohibited.

6. Any attempts to falsify any portion of qualification will result in an immediate disqualification and suspension from the firearms program.
7. It is the employee's responsibility to properly maintain a clean firearm.
8. Authorized personnel may only use state- issued equipment with the use of state- issued firearms.
  - a. Employees will only be authorized duty issued belts and appropriate duty gear, i.e. holster, handcuffs, expandable baton, chemical agent, magazine pouch, glove case, , flashlight, and radio holder.
  - b. The Division Range Master, with the approval of the Division Director, has the authority to issue alternative types of duty equipment for specialized units or assignments.
  - c. Any deviations from a. or b. above without prior written approval of the Division Director, will result in the immediate forfeiture of authorization to carry a firearm until such time as a review is conducted by the Division Range Master.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Policy/Procedure Acknowledgement**

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE  
(PRINT NAME)

*RECEIVED A COPY OF THE POLICY/PROCEDURE LISTED BELOW AND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THIS POLICY/PROCEDURE. I FURTHER ACKNOWLEDGE MY UNDERSTANDING THAT VIOLATIONS OF THIS POLICY/PROCEDURE MAY RESULT IN DISCIPLINARY ACTION. I UNDERSTAND THAT IF I HAVE QUESTIONS, OR I DO NOT UNDERSTAND ANY PROVISIONS OF THIS POLICY/PROCEDURE, I WILL ASK MY SUPERVISOR FOR ASSISTANCE.*

\_\_\_\_\_ **PPD Firearms**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Original = Employee File

Copy = Employee

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# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-050603 PPD Basic Firearms Program	Issued: 5/25/01 Effective: 5/25/01	Reviewed: 02/21/2025 Revised: 11/14/2024
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-050600*

## PROCEDURES:

### A. Basic Firearms Training Requirements: [4-APPFS-3A-05] [4-APPFS-3A-06] [4-APPFS-3A-21] [4-APPFS-3B-03]

The following must be completed within one year of approval from the firearms program. If an employee fails to fulfill any of the training requirements within one (1) year, the employee must begin the process from the Chain of Command Approval.

1. The employee must complete the following training courses and/or blocks of instruction to successfully complete the Basic Firearms Training Course. If the employee fails any portion of the training a second time, he or she will be required to begin the process from the Chain of Command Approval:
  - a. Use of Force;
  - b. Legal Overview;
  - c. Firearms Defensive Tactics;
2. The employee must successfully complete the following training course to be qualified to carry a handgun:

Basic Firearms Handgun Training 64 hours
3. The employee must successfully complete 24 hours of shotgun transition school to carry a shotgun:
4. The employee must successfully complete a basic rifle training course to carry.
5. Not all employees will be eligible to participate in rifle and/or shotgun training.

The employee must successfully complete an approved Officer Survival Training Course within one year of being certified to carry a firearm.

6. Remedial Basic Handgun Range Training will be provided to employees who score a 70% or above.
7. If the employee fails any of the Basic Rifle or the Shotgun courses, the employee will be ineligible to continue that training program and will be required to wait 6 months from the date of failure to be eligible to initiate the process to participate in that training program.

## **B. Attendance and Records:**

### **1. Attendance:**

Employees will attend the required training sessions and the instructor will document attendance on a signed roster and forward the roster to the Range Master. The Range Master will ensure that records of attendance are maintained and forwarded to the NMCTA.

### **2. Records:**

- a. The Division Range Master will maintain and update firearm-training records on each employee to include date of training, type of training, certificate received, attendance record and test scores.
- b. The Range Master will notify NMCTA of course completion and provide a copy of the course certificate within fourteen (14) working days.
- c. The Division Range Master will maintain the following training records on each course conducted by the Division.
  - 1) A roster of the employees that were registered, as well as those that attended and employees that successfully completed the course;
  - 2) A complete summary of final grades and evaluations;
  - 3) A blank copy of the written test and test key;
  - 4) Instructor notes of unusual occurrences during the course;
  - 5) Any forms or documents prepared by the student;
  - 6) Copy of the lesson plan, course syllabus, instructional goals and objectives;
  - 7) Student evaluation forms.

## **C. Course Evaluation:**

1. At the completion of each training presentation, it is the responsibility of each student to evaluate the course content and instructor.
2. It is the responsibility of each instructor to gather and submit evaluations to the Division Range Master.
3. It is the responsibility of the Division Range Master to use information from incident reports and Office of Professional Standards (OPS) reports for curriculum development.
4. The Division Range Master and NMCTA will be responsible for the annual review and updating of the Division's firearm training program. The review and updating process will include:
  - a. The incorporation of new laws, court decisions, department policy and divisional directives.
  - b. Evaluation of training programs.
  - c. Recommendation of enhancements, associated with physical facilities, materials or scheduling.
  - d. New Mexico Corrections/Law Enforcement Academy issues and concerns affecting the Division.
  - e. A report including, but not limited to, the number of persons trained, and the extent of the training provided.
  - f. A status report on required training as described 10.29.9.8 NMAC and 10.29.9.14 NMAC.





# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-050604 PPD Basic Firearms Qualification	Issued: 5/25/01 Effective: 5/25/01	Reviewed: 02/21/2025 Revised: 11/14/2024
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy CD-050600

## PROCEDURES:

### A. Qualifications for Authorized Personnel: [4- APPFS-3A-21]

1. The employee must qualify with the primary firearm two (2) times per year.
2. Upon approval of the Division Director, some tactical specialized units and all firearms instructors will be required to qualify with the rifle and/or shotgun.
3. Courses of fire will be similar to New Mexico Law Enforcement Academy (NMLEA) standards.
4. After each qualification phase the Division Range Master must submit a memorandum to the Division Director identifying all employees who fail to qualify, either by absence or failing to achieve a minimum score.

### B. Failure to Qualify for Authorized Personnel:

1. The purpose of this procedure is to establish a process to allow each employee who is currently authorized to carry a weapon an attempt to re-qualify on a failed course of fire.
2. Any employee who fails to qualify, on any course of fire, will be scheduled for remedial training to take place within ten (10) working days from the date the employee failed the qualification firing.
3. The Range Master will immediately notify the Division Director of the occurrences.
4. An employee must surrender a state-issued weapon to the Division Range Master until the employee has passed the qualification.

### C. Remedial Training for Authorized Personnel:

1. Remedial training will consist of a minimum of two (2) hours and will not exceed twelve (12) hours. Remedial training will require both lecture and practical application on the fundamentals of marksmanship, shooting positions and reloading techniques.
2. At the point of the two (2) hour mark of the remedial training session, the Range

Master can assess the employee's progress to determine if the employee has the ability to qualify or should continue with remedial training.

Once the employee has demonstrated proficiency by qualifying with a minimum score of 80% on the course of fire failed (day and/or low light), the employee's armed status may be reinstated.

3. If the employee fails to qualify at this remedial training session, the employee will immediately forfeit the weapon (if state-issued) Any further action will be determined by the Division Director.
4. Employees may reapply to carry a firearm beginning at the Chain of Command approval process.

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Firearms Authorization Review and Recommendation**

Verification of completion for employee to be recommended to the Cabinet Secretary for approval to carry a firearm:

Name of employee: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Position: \_\_\_\_\_ District: \_\_\_\_\_

Physical Fitness Evaluation	<input type="checkbox"/>	Date: _____
Mental Health Screening	<input type="checkbox"/>	Date: _____
Substance Abuse Testing	<input type="checkbox"/>	Date: _____
Firearms Qualification	<input type="checkbox"/>	Date: _____

Recommendation:

☐ Approved ☐ Denied \_\_\_\_\_, Range Master Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Approved ☐ Denied \_\_\_\_\_, PPD Division Director Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Approved ☐ Denied \_\_\_\_\_, NMCTA Division Director Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

☐ Approved ☐ Denied \_\_\_\_\_, Secretary of Corrections Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

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**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Handgun Inspection Form**

**WARNING: NO LIVE AMMUNITION IN THE INSPECTION AREA; CHECK THAT HANDGUN AND MAGAZINES ARE UNLOADED AND CLEAR.**

Make:\_\_\_\_\_ Model:\_\_\_\_\_ Serial Number:\_\_\_\_\_

(Mark Pass/Fail)

External Visual Inspection: \_\_\_\_\_ Trigger Pin: \_\_\_\_\_

Front Sight: \_\_\_\_\_ Locking Block Pin: \_\_\_\_\_

Rear Sight: \_\_\_\_\_ Barrel: \_\_\_\_\_

Trigger Safety Check: \_\_\_\_\_ Recoil Spring Assembly: \_\_\_\_\_

Trigger Pull: \_\_\_\_\_ Slide Stop Tension: \_\_\_\_\_

Trigger Reset: \_\_\_\_\_ Condition of Rails: \_\_\_\_\_

Function Check \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected By:\_\_\_\_\_ Date:\_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Notice of Failure to Demonstrate Handling Proficiency and/or Regualify with a Firearm**

You are hereby notified that you have failed to demonstrate handling proficiency or failed to achieve a qualifying score on an authorized and mandatory firearms qualification course. You are prohibited by NMCD policy. *Firearms Training, Authorization, and Use*, from carrying or using the designated state- issued firearm system until you demonstrate proficiency/achieve a passing score on an approved qualification course.

You are advised that you shall not carry or use the designated firearm because you cannot meet required standards with a firearm to ensure public safety. You may receive additional training for your benefit, and an additional opportunity to demonstrate proficiency and/or qualify, per NMCD policy, within ten (10) days from the day of this notice.

You may be required to complete remedial firearms training for your benefit, and afforded additional opportunities to qualify.

You are advised to surrender your NMCD- issued firearm and issued ammunition to your immediate supervisor upon receipt of this notice.

Contact your supervisor if you have any questions concerning this notice.

**Firearm System:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_ Training # \_\_\_\_\_ Facility \_\_\_\_\_

\_\_\_\_\_  
Firearms Instructor

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

I have received a copy of this notice and understand its contents and meaning.

\_\_\_\_\_  
Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

Cc: Deputy Director of Probation and Parole  
Appointing Authority  
Custody/Control Manager  
Training Coordinator

**CONFIDENTIAL**