

DEPARTMENT OF PUBLIC SAFETY TRAINING POLICY	NUMBER: TRG:01:00
SUBJECT: USE OF TRD FACILITIES	EFFECTIVE DATE: April 14, 1998 (R-1)
REFERENCE:	PAGE NO. 1

I. PURPOSE: It is the purpose of this policy to regulate the use of the gymnasiums, locker rooms and weight room located at the Training and Recruiting Division.

II. DEFINITIONS: Employees - Individuals employed full-time or part-time by the New Mexico Department of Public Safety.

Identification - NM MVD issue identification card or driver's license bearing a photograph.

Training Center Card - Training and Recruiting Division issued laminated cards indicating current enrollment as a basic, advanced, recruit, police radio dispatch, or certification by waiver student.

III. APPLICABILITY: This policy is applicable to all Department of Public Safety employees.

IV. POLICY: It is the policy of the Department of Public Safety to ensure the security and conditions of the Training and Recruiting Division gymnasium, locker rooms and weight room. Accordingly, accessibility is limited to the following as listed by priority:

1. Scheduled training classes for TRD staff.
2. Reserved sessions by DPS personnel other than TRD.
3. Reserved sessions by other agencies.
4. Non-scheduled use of the facility by students currently enrolled in a TRD class.
5. Non-scheduled use of the facility by DPS personnel.

All use of the gymnasium must be approved by the Training and Recruiting Division Director. All guests of DPS personnel at the gymnasium during non-scheduled use of the facility must be approved specifically by the director. Such guests (friends or family members) must be accompanied by a DPS employee at all times while at the gymnasium. Non-employees who are not accompanied by DPS employees while at the facility are subject to removal by TRD staff or security. DPS employees or TRD students lacking the

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appropriate identification are also subject to removal.

Non-employees must secure permission from the TRD Director through formal application which includes a release of liability. Approved non-employees will be issued a TRD guest I.D. Card and will be used in conjunction with another I.D. card which includes a photo. Permissions granted and/or identifications issued prior to the effective date of this policy are null and void.

Lockers are intended for temporary use. Requests for a permanent locker shall be made to the Administrator of the Training and Recruiting Division. The Administrator shall assign and keep a log of permanent lockers.

APPROVED: _____


SECRETARY, DEPARTMENT OF PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY
Training and Recruiting Division
4491 Cerillos Road
Santa Fe, New Mexico 87505

WAIVER OF LIABILITY

I, the undersigned, do hereby request to be allowed to use the DPS Training Center's facilities for personal physical fitness and/or recreation. As I am not an employee of the Department of Public Safety, nor am I officially assigned to attend and/or participate in training conducted at the Training Center, I hereby waive any claim I may have and release the Department of Public Safety from any liability for any injury which I may sustain from my use of the Training Center's facilities, whether or not covered by the negligence of a Department of Public Safety employee or a condition in the Training Center's facilities. I also release the Department of Public Safety from any liability for loss, theft, or damage to my personal property.

I understand that I will be issued a numbered identification tag that must be visible at all times when I am using the Training Center's facilities. I also agree to present a picture identification card when requested to do so by a member of the Training Center Staff or security service.

Signature Printed Name

Place of Employment

Business Phone: _____ Home Phone: _____

State of New Mexico)
County of _____)ss)

Subscribed and sworn to before me this _____ day of _____, 19__

Notary Public: _____ My Commission Expires: _____

Approved By: _____

Director Date

I.D. TAG NO. _____ ISSUED BY _____

Date Issued _____ Expiration Date _____