



DEPARTMENT OF PUBLIC SAFETY
New Mexico State Police
Training and Recruiting Strategic Plan



MISSION STATEMENT:

The New Mexico State Police Training and Recruiting Bureau's mission is to provide the initial and continuing training to all New Mexico State Police Officers and Department of Public Safety personnel as needed. The staff is dedicated to provide quality training programs that reflect the needs of the organization and the ever changing environment in which we operate. With this goal in mind we will provide our officers with the necessary knowledge and skills to fulfill the objectives of the New Mexico State Police, while maintaining Tradition, Pride and Honor.



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STRATEGIC GOALS AND OBJECTIVES

Goal One:

Provide the initial and continuing training to all New Mexico State Police Officers.

Objective One:

Provide mandated courses as required by law and all other courses that may be specific to the New Mexico State Police Officer.

Objective Two:

Provide all required in-service courses as required by law every two years and all other courses and instruction deemed necessary by the department.

Goal Two:

Provide the highest quality of instruction and courses available.

Objective One:

Provide expert level instruction of all classes provided by the NMSP Training and Recruiting Staff. Officers and Instructors will provide the necessary documentation to indicate their level of expertise.

Objective Two:

Seek feedback and evaluate all classes to ensure their relevancy and content so as to maximize the benefit to the student.



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The New Mexico State Police Training and Recruiting Bureau is constantly researching and evaluating classes, teaching tools, techniques and equipment in order to provide the highest quality of instruction and equipment to our officers. The Training and Recruiting Bureau is constantly updating its curriculum to mirror new laws, best practices and the latest technologies.

The New Mexico State Police Training and Recruiting Bureau are co-housed with the Department of Public Safety's Law Enforcement Academy who provided all law enforcement instruction to the law enforcement community. The fact that they are located together allows each to learn from each other, exchanging ideas and information. The basic law enforcement academy runs about 100 officers a year through their twenty week academy.

The New Mexico State Police Training and Recruiting Bureau are required by law to provide a 40 hour in-service class every two years to its officers. Of that 40 hour in-service class there are four classes mandated to be covered. They are: DWI and FST's, Safe Pursuit Act, Domestic Violence and Hate Crimes. These are the only legislative mandated training; every other class can be of any valid police related content. The Training and Recruiting Bureau is also impacted by CALEA. CALEA is requiring certain other training requirements and it is the goal to meet or exceed those requirements.

The New Mexico State Police Training and Recruiting Bureau provide an initial twenty week academy school. The recruits are allowed to go home every other weekend. Each school is budgeted for approximately 35 recruits; however they can handle up to 60 if budgeted properly. The recruits are housed in the on-site dormitory and almost all the classes are provided here at the Department of Public Safety's facilities. The only two off-site training provided to the recruits are firearms and officer survival week in Albuquerque. Driving is done on the DPS owned track just west of the training academy. The Training and Recruiting Bureau also provides a majority of the training provided to its existing officers here at the academy.

The New Mexico State Police Training and Recruiting Bureau conducts several block tests during the recruit school, each officer is required to pass each block exam with a minimum score of 72%. If the officer fails they will



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have one chance to re-take the exam. If they fail a second time they can be dismissed from the academy. The final decision for dismissal will rest with the Chief of the New Mexico State Police. State Statute 29-2-8 states the New Mexico State Police shall conduct a written examination for all applicants for the position of commissioned officer, for the purpose of determining their mental qualifications and knowledge of the laws of New Mexico, and their ability to render assistance in case of accidents upon the public highways, and no applicant shall be appointed a member of the New Mexico State Police other than the Chief, until he she shall have passed such written examination with a grade of not less than seventy-two percent (72%).

Upon completion of the twenty week academy each officer will take the LEOCE, the Law Enforcement Officers Competency Exam. State requirements are that each officer scores a minimum of 70% to be certified. If the officer fails, they have two re-takes. If on the third attempt the officer fails, they will be required to attend a three week cert by waiver course and then re-take the exam.

BASIC POLICE OFFICER CERTIFICATION REQUIREMENTS

**TITLE 10 PUBLIC SAFETY AND LAW ENFORCEMENT
CHAPTER 29 LAW ENFORCEMENT ACADEMY
PART 9 POLICE OFFICER**

10.29.9.1 ISSUING AGENCY: New Mexico Law Enforcement Academy - Training and Recruiting Division, Department of Public Safety, 4491 Cerrillos Road, Santa Fe, New Mexico 87505
[5-31-97; 10.29.9.1 NMAC - Rn, 10 NMAC 29.9.1, 4/30/01]

10.29.9.2 SCOPE: All police officers and law enforcement agencies in the state of New Mexico.
[5-31-97; 10.29.9.2 NMAC - Rn, 10 NMAC 29.9.2, 4/30/01]

10.29.9.3 STATUTORY AUTHORITY: NMSA 1978, Section 29-7-4 (B) (C) (F) (Repl. Pamp. 1994), NMSA 1978, Section 29-7-5 (E) (F) (Repl. Pamp. 1994), NMSA 1978, Section 29-7-6 (A) (4) (6) (Repl. Pamp. 1994), NMSA 1978, Section 29-7-7.1 (Repl. Pamp. 1994), NMSA 1978, Section 29-7-7.2 (Repl. Pamp. 1994), NMSA 1978, Section 29-7-10 (Repl. Pamp. 1994)
[5-31-97; 10.29.9.3 NMAC - Rn, 10 NMAC 29.9.3, 4/30/01]

10.29.9.4 DURATION: Permanent.
[5-31-97; 10.29.9.4 NMAC - Rn, 10 NMAC 29.9.4, 4/30/01]

10.29.9.5 EFFECTIVE DATE: May 31, 1997 unless a different date is cited at the end of a section or paragraph.
[5-31-97; 10.29.9.5 NMAC - Rn, 10 NMAC 29.9.5, 4/30/01]



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10.29.9.6 OBJECTIVE: The objectives of Part 9 are to establish minimum standards of training for police officer certification, authorize the adoption of a student handbook of student rules and regulations by the director, enumerate reporting requirements for law enforcement agencies in the state of New Mexico, establish criteria for applications to attend the New Mexico law enforcement academy, identify criteria for psychological evaluations required under law and fingerprint clearance, establish entry level and requalification firearms training requirements, establish criteria and procedures for temporary or emergency certification and renewal of certification after absence.
[1-1-98; 10.29.9.6 NMAC - Rn, 10 NMAC 29.9.6, 4/30/01]

10.29.9.7 DEFINITIONS: [Reserved]

10.29.9.8 POLICE OFFICER MINIMUM STANDARDS OF TRAINING

A. Block 1: Introduction to the academy; 8 total block hours - This unit of instruction prepares the recruit officer for the academy experience, focusing on the responsibilities the recruit must undertake to successfully complete the academy. The subjects include:

- (1) academy mission; 1 hour
- (2) overall academy objectives; .5 hour
- (3) rules and regulations of the academy; 2 hours
- (4) learning skills; 2 hours
- (5) role and function of the New Mexico law enforcement academy; .5 hour
- (6) sexual harassment; 2 hours

B. Block 2: Introduction to law enforcement in New Mexico; 29 total block hours - This unit of instruction identifies the core background, principles and expectations of being a law enforcement officer. The subjects include:

- (1) history and principles of law enforcement; 2 hours
- (2) police and the public and community oriented policing; 14 hours
- (3) ethics and moral issues; 5 hours
- (4) the New Mexico criminal justice system; 2 hours
- (5) criminal/civil liability - standards of performance; 6 hours

C. Block 3: Physical and emotional readiness; 76 total block hours - This unit of instruction will instruct the student in health and physical fitness concepts, flexibility, strength, body composition and cardiovascular endurance. The student will be expected to successfully complete both entrance and exit standards of fitness and exit standards of job-related agility. The subjects and standards include:

- (1) Physical fitness/wellness; 1 hour

(a) Academy entry standard: This standard is based on cooper clinic studies, data and recommendations. Each academy entry student will be pre-assessed on five (5) fitness/wellness evaluations:

- (i) 1.5 mile run (altitude adjusted);
- (ii) 1 minute sit-up;
- (iii) 1 minute push-up;
- (iv) sit and reach; and
- (v) 300 meter run.

Entry evaluations 1 through 5 will be measured relative to age and sex norms. Each academy entry candidate must score in the 40th percentile or better, in each of the five (5) designated fitness/wellness evaluations, to be eligible for entry into state-certified law enforcement basic training academies.

(b) Academy exit goal: For each academy student the goal, through participation in the physical fitness program, is to be able to score in the 60th percentile in each of the above five (5) fitness/wellness evaluations.

- (2) Physical performance requirements; 72 hours

(a) Fitness program: Each student will participate in a weekly fitness program for a minimum of one hour per session, three sessions per week.

- (b) Academy fitness exit standard: Complete the 1.5 mile run and 300 meter run at the



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60th percentile.

(c) Alternative to the academy fitness exit standard, 1.5 mile run: A basic or certification by waiver student may request the exit cycle ergometer test as an alternative test to the 1.5 mile run exit standard under the following conditions.

(i) The basic academy student must submit a written request to the director within thirty (30) days of the basic academy graduation date.

(ii) The certification by waiver student must submit a written request to the director thirty (30) days prior to the start date of the certification by waiver academy.

(iii) The student request will include a medical referral from a medical doctor with an active medical license who is licensed under the Medical Practice Act to practice medicine in New Mexico. The medical referral will identify the medical reason for the cycle ergometer alternative test.

(iv) The basic academy student request will also include written confirmation from the academy director that all other basic academy training requirements have been successfully completed or will be completed by the graduation date.

(v) Upon receipt of the director's written approval, the student will contact the approved medical facility and schedule for the cycle ergometer alternative test.

(vi) Payment for the cycle ergometer test will be the responsibility of the student or sponsoring agency.

(vii) Upon completion of the cycle ergometer test, the student will submit the written results to the director. The basic student must complete the cycle ergometer test and submit the results to the director prior to their academy graduation date to be eligible for certification with their academy class. The certification by waiver student must complete the cycle ergometer test and submit the results to the director prior to the certification by waiver academy start date to be eligible to attend the academy.

(viii) The basic academy student failing to successfully complete the cycle ergometer test in the listed time frames at the prescribed standard will be ineligible for certification with their class. The basic academy student must successfully complete the cycle ergometer test within six (6) months of their academy graduation date. After expiration of this six month (6) period, the unsuccessful student will be eligible to attend the next scheduled basic academy.

(ix) The certification by waiver student failing to successfully complete the cycle ergometer test in the listed time frames at the prescribed standard will result in the student being denied admission into the certification by waiver academy. The student will be eligible for reapplication to the next scheduled certification by waiver academy.

(x) Approved medical facility and alternative test: The university of New Mexico hospital, exercise physiology laboratory and the university of Texas at El Paso, department of kinesiology, exercise physiology lab, are the only approved facilities for cycle ergometer testing. The alternative test is limited exclusively to VO₂max test using indirect calorimetry with the cycle ergometer. The student must successfully achieve the comparable 1.5 mile run exit standard for the cycle ergometer test, with altitude, age and gender adjustment.

(d) Academy agility course #1 - Pursuit and control exit standard: Score passing time (3 minutes, 5 seconds) on agility course while wearing ten (10) pounds of extra weight.

(i) Officer is seated in a vehicle with seatbelt in use. As the timed exercise begins, the officer will undo the seatbelt and open the vehicle door.

(ii) Run 30 feet and open a building door.

(iii) Cross the threshold (4 feet) and run up two flights of stairs and pause for 60 seconds. (A rise and run of 7 inches by 11 inches is standard; 8 inches by 10 inches or 6 inches by 12 inches are acceptable variations. Standard floor landings are 10 feet high.) It is appropriate, if only one floor is available, to run up, run down, run up and pause. There is no restriction on how the officer negotiates the stairs.

(iv) Run down the stairs and out the door.

(v) Run 100 feet from the door to a 5-foot high platform; run up steps to the top of the 5-foot platform and jump down. A ladder or ramp are acceptable variations to getting on top of the platform.



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(vi) Run 37.5 feet; turn and reverse; run 37.5 feet; turn and reverse; run 25 feet to a 6-foot high wall and scale it. The wall is constructed of cinder block, unpainted with a smooth top. If the applicant chooses, he or she may drag a rigid aid or object 10 feet from the side of the wall and use it as a platform to scale the wall. The rigid aid or object will have handles, a flat top, weigh 50 pounds and be 25 inches tall.

(vii) After scaling the wall, run 50 feet to a handcuff/arrest simulator; pull the arms down; touch the ends and hold for 60 seconds. The arrest simulator is 5 feet high with 60 pounds resistance in the right arm and 40 pounds in the left arm.

(e) Academy agility course #2 - Rescue exit standard: Score passing time (42 seconds) on agility course while wearing ten (10) pounds of extra weight.

(i) Officer is standing at starting point wearing a 10-pound weight belt around the waist to simulate a gun belt. On signal the officer will run 30 feet straight ahead and jump across a 4-foot wide barrier. The barrier is low to the ground, e.g., a ditch, highway divider, etc.

(ii) Run 12.5 feet and climb, jump or hurdle over a 3-foot high barrier. The barrier is to resemble a fence or low wall, no more than 4 inches wide and at least 8 feet long, made of metal or wood.

(iii) Run 12.5 feet to the back of a vehicle equivalent to a full-sized police vehicle and push it 30 feet on a flat surface in the direction of a clear area where a victim extraction will take place. The car is occupied by a dummy (victim) wearing a seatbelt and weighing 190 pounds plus or minus 10 pounds. The dummy must meet standards established by the New Mexico law enforcement academy.

(iv) Approach the victim's door; open the door; undo the seatbelt; pull the victim out of the vehicle and drag them 20 feet perpendicular to the direction of the vehicle.

(3) emotional health and stress management; 2 hours

(4) nutrition; 1 hour

D. Block 4: Laws and procedures; 44 total block hours - This unit of instruction informs the student about law and its application to the function of a law enforcement officer. The subjects include:

(1) authority and jurisdiction; 6 hours

(2) constitution law; 2 hours

(3) criminal law; 10 hours

(4) criminal procedures and laws of arrest; 7 hours

(5) search and seizure; 15 hours

(6) civil laws; 2 hours

(7) liquor laws; 1 hour

(8) Indian country law; 1 hour

E. Block 5: Patrol procedures and operations; 99.5 total block hours - This unit of instruction will cover the various types of incidents that a law enforcement officer can be expected to be involved in while on patrol, and the practices and procedures necessary to perform the patrol function. The subjects include:

(1) role of patrol in policing the community; 1 hours

(2) patrol procedures; 16 hours

(3) patrol activities and incidents; 8 hours

(4) vehicle stop techniques; 12 hours

(5) roadblocks and barricades; 2 hours

(6) crimes in progress; 4 hours

(7) crowd control and civil disorder; 1 hour

(8) crime prevention and fear reduction; 1.5 hours

(9) special problems - gangs and terrorism; 10 hours

(10) critical incident management; 16 hours

(11) radio procedures; 5 hours

(12) patrol response simulations practicum; 13 hours

(13) nighttime vehicle stops practicum; 5 hours

(14) nighttime building searches practicum; 5 hours



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F. Block 6: Principles of criminal investigation; 76 total block hours - This unit of instruction shall prepare the officer to effectively secure a crime scene, conduct an investigation, collect evidence, and prepare reports so suspects may be prosecuted. The subjects include:

- (1) the officer as first responder; 6 hours
- (2) interviewing and interrogation techniques and skills; 8 hours
- (3) identifying, collecting and processing evidence; 16 hours
- (4) identification of suspects; 2 hours
- (5) crimes against people; 4 hours
- (6) crimes against property; 4 hours
- (7) injury and death cases; 3 hours
- (8) sex crimes; 6 hours
- (9) controlled substances; 8 hours
- (10) informants and intelligence; 2 hours
- (11) surveillance; 2 hours
- (12) civil complaints and service calls; 2 hours
- (13) technology crimes and investigation; 4 hours
- (14) crime scene investigation practicum; 9 hours

G. Block 7: Motor vehicle law enforcement; 33.5 total block hours - This unit of instruction will furnish the officer with information relating to the laws of motor vehicles and the criteria for conducting traffic enforcement operations. The subjects include:

- (1) vehicle code and enforcement; 2 hours
- (2) title, registration and vehicle identification; 1 hour
- (3) driver licensing; 2 hours
- (4) occupant safety; 1.5 hours
- (5) traffic enforcement strategies; 1 hour
- (6) driving while intoxicated enforcement/impaired operator; 24 hours
- (7) commercial motor vehicle enforcement; 4 hours

H. Block 8: Motor vehicle collision investigation and related issues; 34 total block hours - This unit of instruction will provide the student with a basic level of competency to conduct a traffic accident investigation, to have an awareness of the risk posed by hazardous materials, and the officer's role in a hazardous materials incident. The subjects include:

- (1) collision investigation; 24 hours
- (2) hazardous materials; 8 hours
- (3) traffic accident report forms; 2 hours

I. Block 9: Human relations; 29 total block hours - This unit of instruction will provide the student with tools and techniques to gain greater understanding of persons unlike themselves, so they can be more effective in their duties. The subjects include:

- (1) perceptions of human behavior; 10 hours
- (2) cultural diversity; 3 hours
- (3) spanish language; 16 hours

J. Block 10: Crisis management; 40 total block hours - This unit of instruction will prepare the officer to effectively manage high-risk incidents to a safe and successful conclusion. The subjects include:

- (1) behavior management and crisis intervention; 12 hours
- (2) dispute intervention/conflict management; 8 hours
- (3) handling the mentally ill and other special populations; 12 hours
- (4) suicide, barricaded person, hostage situations and suicide by police; 8 hours

K. Block 11: Domestic issues; 22 total block hours - This unit of instruction will focus on the cycle of violence, the rights of victims and the responsibilities of law enforcement, and the assistance available to victims. The subjects include;

- (1) juvenile law and justice; 2 hours
- (2) handling juveniles and their problems; 2 hours
- (3) domestic violence and police response; 8 hours



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- (4) victims assistance laws; 2 hours
- (5) domestic violence simulation practicum; 8 hours

L. Block 12: Defensive tactics/handling arrested persons; 88 total block hours - This unit of instruction will provide the student with techniques to arrest and control subjects and also how to defend themselves from physical attack. The student will learn the relationship between subject actions and the proper levels of force that can be applied. The subjects include:

- (1) use of force legal issues; 7 hours
- (2) use of force continuum/judgment issues; 7 hours
- (3) medical implications; 1 hour
- (4) oleoresin capsicum spray; 3 hours
- (5) mechanics of arrest, restraint and control; 68 hours
- (6) transporting prisoners; 2 hours

M. Block 13: Report writing; 14.5 total block hours - This unit of instruction will provide the student with the competencies to effectively communicate in written form the necessary information that is required in a police report and other official communications. The subjects include:

- (1) notetaking and report writing; 14.5 hours
- (2) [Reserved]

N. Block 14: Case presentation; 19 total block hours - This unit of instruction will give the student the skills for proper preparation and testimony in court, and also how to prepare and question witnesses and make objections and arguments in misdemeanor cases. The subjects include:

- (1) courtroom testimony and demeanor; 5 hours
- (2) police officer as prosecutor and legal practice exercise; 14 hours

O. Block 15: Basic firearms course; 80 total block hours - This unit of instruction will familiarize the student with the operation and maintenance of a firearm, firearms safety, safety equipment and fundamentals of marksmanship. The student will successfully complete the New Mexico Firearms Standardized Qualifications Courses, and will display proper decision-making in shooting simulations. The subjects include:

- (1) basic firearms Course; 69.5 hours
- (2) body armor; 1 hour
- (3) deadly force decision-making practicum; 9.5 hours

P. Block 16: Operation of a patrol vehicle; 40 total block hours - This unit of instruction will prepare the officer for proficiently operating a patrol vehicle, the various factors that affect the operation of a patrol vehicle, procedures for emergency driving, and the legal issues related to emergency vehicle operations. The student will demonstrate their competencies on the sub-skills (lane change, slalom, perception/reaction, lolly-pop, and backing) driving courses. The subject's include:

- (1) introduction to emergency vehicle operations;
- (2) Safe Pursuit Act
- (3) emergency responses;
- (4) vehicle dynamics;
- (5) driving courses;

Q. Block 17: First aid and cardio pulmonary resuscitation; 16 total block hours - This unit of instruction will provide the student with skills to perform emergency care techniques to the sick and injured. The subjects include:

- (1) first aid; 4 hours
- (2) cardio pulmonary resuscitation; 9 hours
- (3) blood borne pathogens; 3 hours

R. Block 18: Academy administration; 49.5 total block hours - This unit is for administration of the basic academy training program. This includes examinations and reviews, assessments, inspections, discretionary training time and graduations.

S. Variances to required subject hours - The 800-hour standard curriculum is designed for a class size of 30-60 students. Upon request from a satellite academy commander holding a class of less than 30 students, the director may determine if a reduction of practicum hours will still meet the objectives listed for the block and then may authorize an academy to engage in fewer practicum hours. For



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classes of greater than 60 students, the director may require an academy to engage in more practicum hours than the standard to meet the objectives listed for the block.

[5-29-86, 2-18-87, 2-19-87, 3-16-87, 5-31-97, 1-1-98, 3-1-98, 12-20-99; 10.29.9.8 NMAC - Rn & A, 10 NMAC 29.9.8, 4/30/01; A, 7/1/02; A, 12-14-04; A, 2-14-07]

10.29.9.9 STUDENT HANDBOOK, PROCEDURES, AND REGULATIONS - Due to the need to insure that students attending the New Mexico law enforcement academy comply with rules and regulations, the director of the New Mexico law enforcement academy is hereby instructed to prepare a handbook covering student rules and regulations, policies and procedures. Such handbook shall be updated as necessary and when applicable, changes shall be reported to the New Mexico law enforcement academy board at their next regularly scheduled meeting.

[5-30-85; 10.29.9.9 NMAC - Rn, 10 NMAC 29.9.9, 4/30/01]

**10.29.9.10 POLICE OFFICER REGISTRY REPORTING AND APPLICATIONS FOR
ADMISSION/CERTIFICATION**

A. Reporting Requirements

(1) Employment, termination, or conviction of any felony charge or violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude of all peace officers in the State of New Mexico must be reported to the department of public safety training and recruiting division within 30 days of such action.

(2) Required reporting forms shall be established by the director of the department of public safety training and recruiting division.

(3) All law enforcement agencies who do not comply with the requirement of submitting to the department of public safety training and recruiting division status reports on their employees will not be eligible for training funds or attendance at basic and/or in-service/advanced training classes until the registry is made current. Repeated failures to maintain the registry shall result in a period of suspension of training eligibility to be set by the director of the department of public safety training and recruiting division.

(4) In order to protect the lives and safety of the officer involved, any law enforcement agency employing undercover officers may indicate, in writing, a desire to protect the officer's identity. If such indication is made, the officer's name shall not appear in the general office registry. His name and other information requested shall however be furnished to the department of public safety training and recruiting division.

B. Application Requirements

(1) An applicant for training or for certification, or his department, must submit the initial application for admission/certification and all necessary paperwork within 30 days of the initial hire date for said applicant.

(2) Non-compliance with the 30 day application requirement will result in assignment to class after completion of all other requirements herein on a space available basis only -- no special consideration will be given the applicant and the applicant must have his commission suspended if he exceeds one year from initial hire date.

(3) No applicant shall be admitted to the department of public safety training and recruiting division after one year of initial hire date unless the applicant and his Chief, Sheriff, or agency head certify:

(a) that he was suspended from duty as a law enforcement officer and his commission revoked within one year of his initial hire date; and

(b) that the department will reinstate the officer based upon his successful completion of the basic training course and certification by the New Mexico law enforcement academy board.

(4) The department of public safety training and recruiting division shall be notified of any change in the medical or psychological condition of an applicant prior to his admission or certification.

(5) Applicants who falsify any information on their application for admission or certification will not be considered for admission or certification.

[4-10-89, 1-1-98; 10.29.9.10 NMAC - Rn, 10 NMAC 29.9.10, 4/30/01]



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10.29.9.11 [Reserved]

[2-28-82, 4-10-89, 1-1-98; R 4-1-99; 10.29.9.11 NMAC - Rn, 10 NMAC 29.9.11, 4/30/01]

10.29.9.12 PSYCHOLOGICAL EXAMINATION

A. Procedure

(1) Prior to admission to training and/or certification as a law enforcement officer in the state of New Mexico, it shall be necessary for each applicant to be examined by a licensed/certified psychologist who shall certify to the individual's emotional and mental condition on a form prescribed by the director and entitled "mental examination certification".

(2) Private firms who administer psychological examinations for law enforcement officers shall be acceptable if, however, a qualified representative as stated in Paragraph 1 of Subsection A of 10.29.9.12 NMAC completes the appropriate form as prescribed by the director.

(3) The applicant shall also prepare and submit a form prescribed by the director and entitled "psychological statement of applicant".

(4) False or incorrect statements in either form are grounds for revocation of any certificate granted.

(5) Evaluations cannot be more than one year old for admission/certification purposes.

(6) The psychological evaluation/written report will be required to be attached to the LEA-4 form. The written evaluation shall be returned to the department head at the time of certification and shall not be maintained in student training files.

(7) The applicant shall not hold the privilege of obtaining the evaluation; evaluations are the property of the referring agency and shall be held in the strictest of confidence. A self-sponsored applicant may hold the privilege of obtaining the evaluation however, the original report must still be sent directly to the academy upon completion by the psychologist.

(8) If any information concerning psychological screening/evaluation provided to the director or the person evaluating the applicant's suitability is found to be false or not truthful, the applicant will be either refused enrollment or if certified, decertified in accordance with 10.29.1.10 NMAC through 10.29.1.17 NMAC.

(9) Applicant failure of psychological examination must be reported to the New Mexico law enforcement academy within 30 days.

B. Screening process

(1) Purpose: The intent of these guidelines is to set minimally acceptable standards for pre-employment psychological testing of persons seeking certification as peace officers in New Mexico.

(2) Examiner standard: Pre-employment psychological testing shall be conducted by a licensed/certified psychologist. In the event the psychologist does not have appropriate training in this area, he/she should seek supervision as per the guidelines of the American psychological association ethical standards and code of conduct.

(3) Overview of process: At a minimum, the pre-employment psychological testing process shall consist of the following:

- (a) psychological testing
- (b) face-to-face interview
- (c) written narrative report
- (d) completed New Mexico LEA-4 form
- (e) informed consent/release of information form

(4) Psychological testing: The pre-employment psychological testing shall include, at a minimum, testing across the following areas:

- (a) a measure of reading ability such as the WRAT, the Nelson-Denny reading test, or other comprehensive measure which yields a grade-level score;
- (b) a measure of psychopathology, such as the MMPI-2, the PAI or the Millon-3;
- (c) a measure of normal personality functioning, such as the 16PF, the LEADER or the Inwald personality inventory;

(5) Interview: The interview shall be conducted in person by the licensed/certified psychologist in a face-to-face setting with the candidate. At a minimum, the interview will cover the



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following areas:

- (a) a brief mental status exam;
 - (b) gather or review a social history, to include relevant information regarding early development, schooling, military service, job history and potential problems issues, such as drug and alcohol use, driving, fighting, domestic violence, and past critical life events;
 - (c) explore areas of judgment and reliability, such as impulse control, communication, appropriate use of force, social skills, common sense, and credit history;
 - (d) any other aspects of personal development (i.e. medical history) that the examiner deems important.
- (6) Written report: The report shall incorporate all information gathered in the interview and testing. Any clinically significant elevations in test scores shall be discussed and their impact upon job performance explored. The examiner should address the ability of the candidate to perform the essential job functions, some of which may be unique to the sponsoring agency. If the candidate is not recommended, the report should enumerate which essential job functions he/she is incapable of performing.
- (7) All psychologists performing pre-employment testing must conform to the guidelines of the American psychological association regarding storage of records.

C. Rejection of applicant and subsequent psychological evaluation within twelve months

- (1) In the event an applicant receives a psychological rejection a subsequent or additional psychological evaluation may only be obtained as provided for in Paragraph (1) of Subsection D of this section, and this subsequent psychological evaluation must first be approved by the director through the appeal process as outlined and provided for in Paragraph (1) of Subsection D of this section. This evaluation must be requested within thirty (30) days of the rejection.
- (2) A psychological evaluation obtained without the approval of the director within twelve (12) months of the rejection will not be accepted.
- (3) Any rejected applicant who does not appeal the rejection may reapply to a New Mexico law enforcement agency twelve months from the signature date of the rejection.

D. Appeal process

- (1) In the event an applicant receives a rejection, the applicant or agency may request that the rejection be reviewed within 30 days of signature date. This request shall be submitted to the New Mexico law enforcement academy director in writing and state the reason that an appeal is warranted.
- (a) Reviewing authority will be a New Mexico licensed psychologist(s) designated by the director.
 - (b) Results of this review will be communicated in writing to the New Mexico law enforcement academy.
- (2) If the reviewer concurs with the rejection, the applicant will be eligible to reapply to a New Mexico law enforcement agency twelve months from the signature date of the original evaluation.
- (3) If, in the judgment of the reviewer, a second psychological opinion is warranted.
- (a) The second opinion will be rendered by a New Mexico licensed psychologist chosen by the New Mexico law enforcement academy director or his/her designee.
 - (b) Psychologist will review all test data and other information that was available to the initial psychologist (i.e., background investigation and polygraph results).
 - (c) The second evaluation, at minimum, will follow the guidelines for pre-employment evaluations as outlined by the New Mexico law enforcement academy. The psychologist may review the original test data and will use, at a minimum, one additional testing instrument for the second evaluation.
 - (d) Psychologist may request other information from the applicant, the agency, or the New Mexico law enforcement academy prior to conducting the evaluation.
 - (e) The cost of this evaluation will be borne by the agency or the applicant.
 - (f) If the results of the second evaluation are negative, the applicant may reapply to a New Mexico law enforcement agency twelve months from the signature date of the second opinion.
 - (g) If the results of the second evaluation are positive, the applicant's name will be removed from the list of failed applicants.



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[12/4/83...12/15/93; 10.29.9.12 NMAC - Rn & A, 10 NMAC 29.9.12, 4/30/01; A, 10/31/07]

10.29.9.13 FINGERPRINT CLEARANCE FOR ADMISSION/CERTIFICATION - Due to the fact that the department of public safety training and recruiting division is not recognized by federal regulations as a duly authorized law enforcement agency and therefore cannot be issued an "ORI" to send or receive fingerprint clearances through the federal bureau of investigation, the previous procedures established by the Law Enforcement Academy are repealed and are replaced by the following procedures:

A. All New Mexico police officer applicants for certification must receive a fingerprint clearance from the department of public safety technical and emergency support division and the federal bureau of investigation. No officer applying for police officer certification is allowed to receive an original appointment on a permanent basis in New Mexico if the officer has been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding their application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and have not been released or discharged under dishonorable conditions from any of the armed forces of the United States, NMSA 1978, Section 29-7-6 (Repl. Pamp. 1994).

B. One set (2 cards) of police officer applicant fingerprint cards will be thoroughly completed by the hiring police agency and forwarded to the department of public safety technical and emergency support division. The department of public safety technical and emergency support division will use one fingerprint card for a records check with their agency and will forward the card back to the hiring agency and will forward the second completed card to the federal bureau of investigation identification section for a records check. The department of public safety technical and emergency support division will not log in the fingerprint cards received from the various law enforcement agencies and will not accept inquiries on the status of the fingerprint clearance either for department of public safety technical and emergency support division or the federal bureau of investigation. Department of public safety technical and emergency support division will forward applicant fingerprint requests to the federal bureau of investigation within three days upon receipt of the cards. Incomplete fingerprint cards or cards not properly completed will be returned by the department of public safety technical and emergency support division to the requesting agency.

C. All fingerprint clearances will be forwarded from department of public safety technical and emergency support division and the federal bureau of investigation back to the initiating agency. If the "ORI" label on the fingerprint card is different than that of the hiring agency, the hiring agency requesting the clearance must print their agency's address below the address located on the fingerprint card.

D. Upon receipt of clearance from both the department of public safety technical and emergency support division and the federal bureau of investigation, "No Record", the hiring agency will be required to complete NMLEA Form #A-9, certified by the department head's signature, and forward this form to the department of public safety training and recruiting division stating that the officer is in compliance with NMSA 1978, Section 29-7-6 (Repl. Pamp. 1994).

E. Upon receipt of information from the department of public safety technical and emergency support division and the federal bureau of investigation that the applicant for certification has a criminal conviction for a felony crime or crime involving moral turpitude it will be the agency's responsibility to terminate the officer. If there is not adequate information, i.e., no disposition, listed on the "rap sheet" it is the agency's responsibility to determine the disposition of the case prior to requesting certification of the officer and certifying that the officer has no record of arrest under the provisions of the Law Enforcement Training Act. In situations in which the agency is unable to determine the disposition of an arrest/conviction, the agency should consult the Attorney General's Office for assistance. For guidance in determining whether misdemeanor convictions are crimes specifically involving moral turpitude, departments should request the assistance of the Attorney General's Office.

F. No police officer may be certified through the department of public safety training and recruiting division who has been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding their application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and have not been released or discharged



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under any other than an honorable discharge from any of the armed forces of the United States. Any department head certifying that an officer has "No Arrest" for the above and information to the contrary is received by the department of public safety training and recruiting division or the Attorney General's Office, decertification procedures will be immediately initiated and the law enforcement agency chief/sheriff or department head notified as well as the Attorney General's Office and the New Mexico law enforcement academy board.

[9-4-81...4-10-89; 10.29.9.13 NMAC - Rn, 10 NMAC 29.9.13, 4/30/01]

10.29.9.14 ENTRY LEVEL AND REQUALIFICATION FIREARMS TRAINING

A. Entry level handgun standards - The entry level officer category includes any officer who is newly hired that has not previously received academy level training. This will result in the standardization of training in firearms and reduce the liability to departments by ensuring all officers are informed of the most recent legal and technical aspects of using deadly force. Prior to carrying a handgun on or off duty, all entry level non-certified officers shall receive a minimum of 16 hours of instruction in the following areas:

- (1) SAFETY (1 hour)
 - (a) on/off duty
 - (b) range
- (2) Legal aspects (2 hours)
 - (a) state statutes
 - (b) use of force policy
 - (c) departmental policy
 - (d) civil liability considerations
- (3) Mental conditioning (1 hour)
 - (a) awareness training
 - (b) [Reserved]
- (4) Weapons care and cleaning (1 hour)
 - (a) nomenclature
 - (b) weapons operation
 - (c) disassembly/cleaning
- (5) Marksmanship fundamentals (1 hour)
 - (a) stance
 - (b) grip
 - (c) sight alignment
 - (d) sight picture
 - (e) breath control
 - (f) trigger control
 - (g) follow through
- (6) Weapon manipulation (2 hours - lecture)
 - (a) presentation
 - (b) reloading techniques
 - (c) aimed pairs
 - (d) failure drills
 - (e) malfunction clearance techniques
 - (f) use of cover
 - (g) shooting positions
 - (h) night shooting techniques
- (7) Range training and testing (8 hours)
 - (a) written test
 - (b) practical (non-shooting skills training)
 - (c) live fire manipulation drills (minimum 130 rounds)
 - (d) decisional shooting (minimum 20 rounds)
 - (i) three scenarios: good guy/bad guy; shoot/don't shoot; multiple assailants



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- (ii) [Reserved]
- (e) qualification (minimum 100 rounds)
 - (i) 50 rounds day qualification (see specific course)
 - (ii) 50 rounds night qualification (see specific course)

B. Entry level shotgun/rifle standards - Prior to carrying a shotgun and/or rifle on or off duty, all entry level non-certified officers shall receive (in addition to the above) a minimum of eight hours of instruction in the following areas:

- (1) SAFETY (30 minutes)
 - (a) on/off duty
 - (b) range
- (2) LEGAL ASPECTS (30 minutes)
 - (a) use of force policy
 - (b) departmental policy
- (3) WEAPONS CARE AND CLEANING (1 hour)
 - (a) nomenclature
 - (b) weapons operation
 - (c) disassembly/cleaning
- (4) WEAPON MANIPULATION (2 hours)
 - (a) low/high read
 - (b) sling positions
 - (c) reloading techniques
 - (d) malfunction clearance techniques
 - (e) shooting positions
- (5) RANGE TRAINING AND TESTING (4 hours)
 - (a) written test
 - (b) practical (non-shooting skills training)
 - (c) live fire manipulation drills (minimum 50 rounds)
 - (d) qualification course

C. Minimum standards description - Specific handgun courses of fire designed for daylight and nighttime conditions, will be used for qualification. This will ensure that all officers are tested to the same standard once a year only. It is recommended that the agency vary courses of fire for other agency required qualifications.

D. Instructor standards - All firearms training will be conducted by approved instructors or New Mexico State Certified Firearms Instructors.

E. Re-qualification - All law enforcement officers must participate in re-qualification firearms training in accordance with the target/scoring methodology described in Subsection G of 10.29.9.14 NMAC of this rule.

F. Reporting

(1) Training must be conducted and reported to the Training and Recruiting Division within thirty days of a non-certified police officer being hired. The reporting form shall be provided by the Training and Recruiting Division. No uncertified police officer will be allowed to carry a weapon while on duty until the entry level training has been completed and reported to the Training and Recruiting Division.

(2) Re-qualification scores of every law enforcement officer in the State of New Mexico shall be reported yearly to the Training and Recruiting Division by the employing agency for the daytime, nighttime, and other applicable courses of fire.

G. Target/scoring methodology

(1) Silhouette dimensions will be not larger than 20" wide by 35" tall overall. Any target similar in design with the scoring boxes is acceptable for qualification. The target will represent the silhouette of a human with the following scoring zones: A "coke bottle" shaped scoring area - this area is worth two points. A template of the scoring area can be obtained from the academy and drawn onto the agency target.

(2) Any rounds impacting outside the scoring area, even if they are on the silhouette, are not worth any points.



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(3) A total possible score of 100 points can be achieved with this scoring system. A minimum score of 80%, or 80 points, is required for qualification. At least 40 rounds must impact within the scoring area and all rounds must be accounted for either as a hit or a miss. No soft scoring.

H. Ammunition - All firearms training will be with duty ammunition that is substantially similar to the duty ammunition. Only factory made new ammunition should be carried on duty.

I. Equipment - Officers will qualify with their duty equipment authorized by the department. Training officers will ensure practical and live fire testing will be done in clothing consistent with the officer's normal duty uniform. As a minimum, body armor should be worn.

J. Backup weapons - It is recommended that officers be allowed to carry backup weapons, if consistent with their departmental policies. If backup weapons are carried, the weapons should be inspected and approved by the departmental armorer/range master, and the officer should demonstrate proficiency with the weapon by qualification on an appropriate course of fire.

K. QUALIFICATION COURSE: DAY (50 Round Course) - Range is "hot". Shooters will not be told when to reload, except when firing the reloading drill portion of the course. No "alibis" will be given for shooter errors.

YARD LINE	DESCRIPTION	ROUNDS	TIME
25	Shooter draws to a prone position and fires two rounds	2	10 sec
25	Shooter draws to a kneeling position and fires two rounds (repeat)	4	5 sec
15	Shooter draws to a standing position and fires two rounds	2	4 sec
15	Shooter draws to a kneeling position and fires two rounds (repeat)	4	5 sec
7	From a weak-hand low-ready, shooter fires two rounds, weak hand only (repeat)	4	3 sec
7	Shooter draws to a standing position and fires two rounds, reloads and fires two more rounds--may be tactical or speed (repeat)	8	10 sec
7	Shooter draws to a standing position and fires two rounds (repeat twice)	6	2 sec
7	Shooter draws to a standing position and fires a failure drill (repeat)	6	5 sec
5	Shooter draws to a standing position and fires two rounds (repeat twice)	6	2 sec
5	Shooter draws to a standing position and fires two rounds, reloads and fires two more rounds--may be tactical or speed	4	10 sec
1	Shooter draws to a weapon retention or disengagement position and fires two rounds	4	2 sec



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	(repeat)		
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L. **QUALIFICATION COURSE: NIGHT** (50 Round Course) - Range is "hot". Shooter will not be told when to reload, except when firing the reloading drill portion of the course. No "alibis" will be given for shooter errors. Low light conditions would include parking lights from vehicles, naturally existing light, or other light that is just enough to identify a threat.

YARD LINE	DESCRIPTION	ROUNDS	TIME
5 (low light)	Shooter draws from the holster and fires a three round failure drill. (repeat)	6	5 sec
5 (low light)	Shooter draws to a low ready position and fires two rounds. (repeat twice)	6	2 sec
7 (flashlight or low light)	Shooter draws from the holster and fires two rounds. (repeat twice)	6	4 sec
7 (flashlight or low light)	Shooter draws to a low ready position and fires two rounds. (repeat twice)	6	3 sec
7 (flashlight or low light)	Shooter draws to a low ready position and fires a three round failure drill. (repeat)	6	5 sec
10 (Headlights & Overheads)	Shooter draws from the holster and fires two rounds, reloads and fires two more rounds. (repeat)	8	10 sec
10 (Headlights & Overheads)	Shooter draws to the low ready position and fires two rounds, reloads and fires two more rounds. (repeat)	8	8 sec
10 (Headlights & Overheads)	Shooter draws to a low ready position and fires two rounds. Flashlight optional.	2	3 sec
10 (Headlights & Overheads)	Shooter draws from the holster and fires two rounds. Flashlight optional.	2	4 sec

[1-1-95, 5-31-97; 10.29.9.14 NMAC - Rn, 10 NMAC 29.9.14, 4/30/01; A, 1/1/02; A, 6/14/02]

10.29.9.18 LAW ENFORCEMENT OFFICER CERTIFICATION EXAMINATION; TIME LIMITATIONS

A. Students who successfully complete a New Mexico law enforcement academy basic police training program will be allowed to take the law enforcement officer certification exam. Only those students who have successfully completed all requirements under the minimum standards of training, as determined by the director of the department of public safety training and recruiting division, will be administered the law enforcement officer certification exam.

(1) Students will be allowed two (2) opportunities in which to pass the law enforcement officer certification exam within one year from the date of completion of the academy program. Students who fail the exam two (2) times must attend the academic portion of the certification by waiver of previous training program prior to taking the exam a third (3rd) time. Students who fail the test three (3) times will



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be required to re-enroll and successfully complete the New Mexico law enforcement academy's basic police training program. Students will not be allowed to attend a regional/satellite program.

(2) Students who achieve a passing score on the law enforcement officer certification exam will be allowed one year from the date of the test in which to be eligible for certification. Certification can be granted only when the eligible student is hired by a recognized New Mexico law enforcement agency in a law enforcement position.

(3) If a student secures a law enforcement position after one year from the date of successful completion of the law enforcement officer certification exam, the student will be required to attend the certification by waiver of previous training program (short course) conducted by the department of public safety training and recruiting division.

(4) Students will be allowed three (3) years from the date of successful completion of the law enforcement officer certification exam to secure a law enforcement position. After three (3) years, they will be required to attend and successfully complete another basic police officer training program certified by the New Mexico law enforcement academy board.

B. Students who have successfully completed a New Mexico law enforcement academy basic police training program and passed the law enforcement officer certification exam will be provided a letter from the director of the department of public safety training and recruiting division attesting to the student's eligibility for certification as a police officer in New Mexico.

C. An application for certification and required supporting documentation must be submitted to the department of public safety training and recruiting division within fourteen days of the student's employment as a police officer as required under New Mexico law enforcement academy board rule 10.29.9.10 NMAC. Any officer (or department) not submitting the required documents is in violation of NMSA 1978, Section 29-7-1 et. al., (Repl. Pamp. 1994), and will be required to forfeit his position.

D. When all paperwork is completed to the satisfaction of the director of the department of public safety training and recruiting division for any student requesting certification by successful completion of a New Mexico law enforcement academy basic police training program, or any other previous comparable training, the request will be submitted to the New Mexico law enforcement academy board for final approval and award of certification under NMSA 1978, Section 29-7-1 et. al., (Repl. Pamp. 1994).

[4-1-99; 10.29.9.18 NMAC - Rn, 10 NMAC 29.9.18, 4/30/01]



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The above mentioned NMAC requirements are only the minimum, the New Mexico State Police Training and Recruiting Bureau provides additional classes and training, the breakdown is below.

New Mexico State Police is mandated by New Mexico State Statute 29-2-16, every appointee to the New Mexico State Police shall be required to attend for a period of not less than ninety days a school of instruction approved by the New Mexico State Police Board. A uniform course of instruction shall be given all trainees governing the operation, maintenance and temporary roadside repair of motor vehicles, the laws of the state which the appointee may be called on to enforce and other instruction as the New Mexico State Police Board may require.

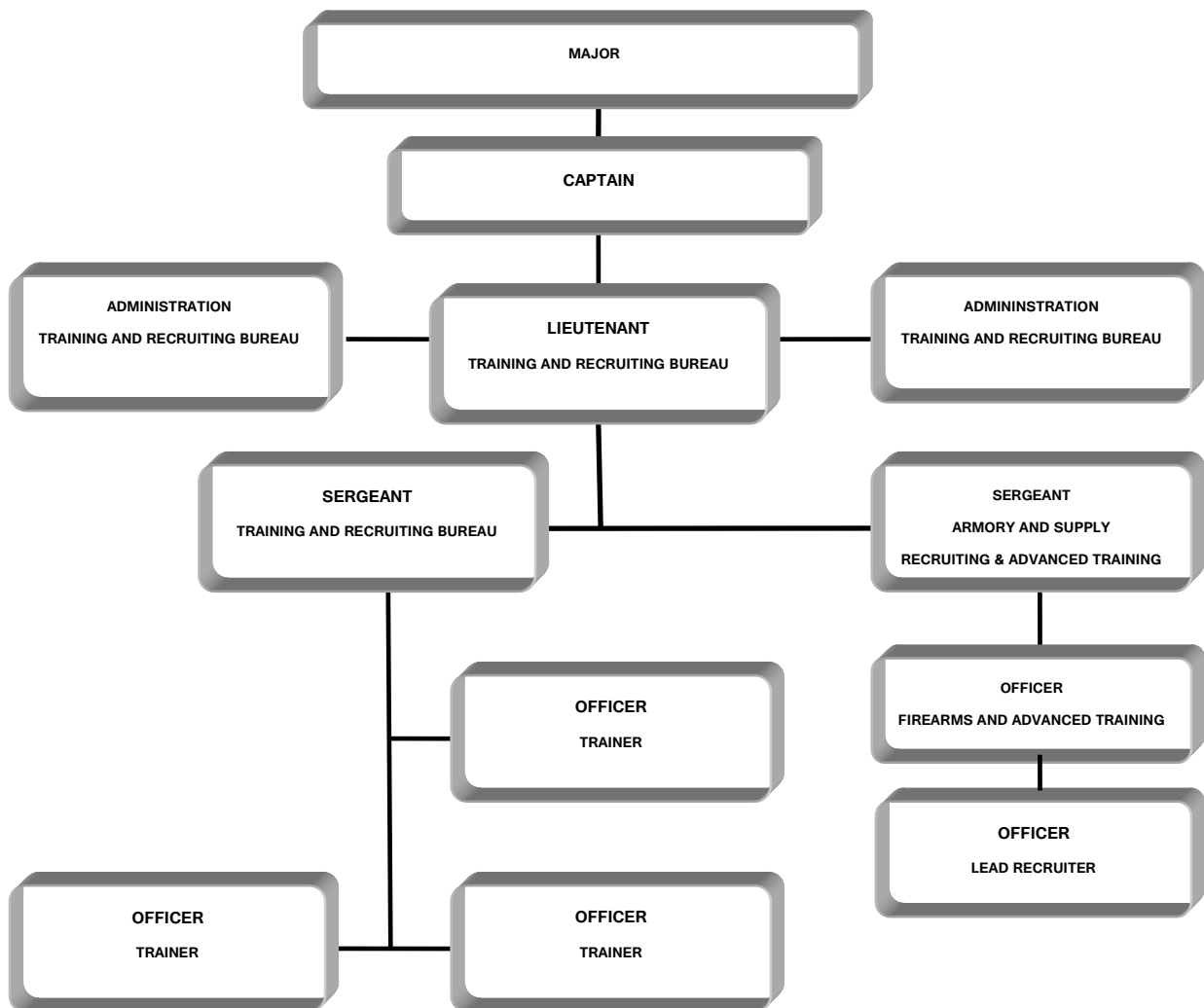
The New Mexico State Police Training and Recruiting Bureau provide its existing officers the required/mandated law enforcement classes every two years as required by state law. State Statute 29-7-7.1 states In-service law enforcement training consists of at least forty hours of academic instruction, approved by the board, for each certified police officer during each twenty-four month period of employment or service with a political subdivision. State Statute 29-7-4.1 states that domestic abuse incident training shall be included in the curriculum of each basic law enforcement training class. Domestic abuse incident training shall be included as a component of in-service training each year for certified police officers.



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New Mexico State Police Training and Recruiting Bureau Organizational Chart





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RECRUIT SCHOOL GUIDE

Week 1&2 – Introduction into the academy & expectations

- * In full recruit uniform
- * Sir yes Sir, Ma'am yes Ma'am
- * Dorm room expectations
- * Drill
- * Standing at attention when spoken to (paramilitary)
- * Physical fitness
- * No corporal punishment
- * Core values

Week 3 – Introduction to self-sufficient stage

- * High expectations in the following areas:
- * Dorm rooms
- * Personal appearance
- * Teamwork
- * Core Values

Week 4 – Modified self-sufficient stage

- * Beginning of corrective actions to include physical exercises for discrepancies/violations of Core Values and Class Rules and Regulations
- * Expectations increased in all areas

Week 5 – Self-sufficient stage

- * Recruits are held to a higher level of accountability. This is the point in time we expect the recruits to be performing at an average level of proficiency
- * Increased level of self-policing
- * Increased level of physical fitness
- * Increased level of the paramilitary model, to include drill, sense of urgency, teamwork and problem solving.

Week 6 – Intensified performance level

- * Lack of team and individual performance will be dealt with both verbally and through physical fitness.
- * Team building with an emphasis on individual achievements



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Week 7 Through 20 – Peak performance level

- * Police themselves
- * Should be performing as a team in all areas
- * Expectations should be the same as Week 1 – preparation for future training

The Training Division Commander shall ensure, in conjunction with the Training Officers and Law Enforcement Academy, that the curriculum shall be based on the frequency and criticality of those tasks performed by New Mexico State Police Officers.

COMPLIANCE WITH POLICIES AND PROCEDURES

ALL RECRUITS WILL COMPLY WITH POLICIES AND PROCEDURES CONTAINED HEREIN:

1. In absence of any order- contact the instructor, Duty Sergeant, or a member of the Training Staff.
2. Exceptions will be made only upon approval of the Office of the Chief.
3. Visiting officers will comply with all rules, regulations and procedures.

VIOLATION OF ANY OF THESE POLICIES MAY RESULT IN:

1. An Incident Report
2. A Reprimand
3. Dismissal



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POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE
BY THE OFFICE OF THE CHIEF

STANDARDS OF CONDUCT

GENERAL CONDUCT

1. Recruits will conduct themselves in a dignified manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands and instructions given by authorized personnel.
2. Recruits are being trained to be STATE POLICE OFFICERS and so, will comply with all rules, regulations, and policies of the NEW MEXICO STATE POLICE as would be expected of any STATE POLICE OFFICER. This means that Recruits will not engage in behavior that would cast an unfavorable reflection upon the NEW MEXICO STATE POLICE including but not limited to the following:
 - a. Use of profane, vulgar, or obscene language.
 - b. Gambling
 - c. Use of tobacco products while in view or in contact with the public or in any Department of Public Safety Building.
 - d. Mark, deface or damage posted notices, furniture, equipment or property belonging to the New Mexico State Police, the Law Enforcement Academy, or any person at the school.
 - e. Use of intoxicating liquor or narcotics in any form.
 - f. Refuse to obey a lawful order of an instructor or Officer-In-Charge.
 - g. Absent themselves from any assignment, schedule of activity without the permission of the Officer-In-Charge.
 - h. Leave the grounds at any time without the authority from the Officer –In-Charge.
 - i. Leave their assigned group during church call, firing range trips, field trips, or any outside trips without permission from the Officer-In-Charge.
 - j. Any recruit found to have committed any act which is in violation of the Criminal or Traffic Code, on or off the premises



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of the NMLEA could be subject to immediate dismissal from the New Mexico State Police Academy.

- k. Any recruit found to have violated the standards of the NMLEA or New Mexico State Police Academy or that has been charged with a misconduct report will be subject to immediate dismissal from the Academy.
- l. Any recruit that is found to have falsified or cheated during any portion of the application selection process will be subject to immediate dismissal from the Academy.
- m. Final determination for dismissal from the New Mexico State Police Academy shall rest with the Chief of the New Mexico State Police.

COMPATIBILITY

1. Bias, prejudice or personal dislike is not tolerated in any form.
2. Complaints against other Recruits, Training Staff members, Instructors, or Law Enforcement Academy Staff will be reported to the Officer-In-Charge, and under no circumstances will you complain to, or engage in arguments with the above mentioned personnel. Complaints in any form to any person other than the school commander or his staff will not be tolerated. The formal chain of command will be followed.
3. You will address other recruits, instructors, and visitors as “SIR”, “MISTER”, “MISS”, or their appropriate rank or title.

SICK CALL

1. Sickness, illness, or injury must be reported to the Officer-In-Charge.
2. Any type of medication you are taking will be reported to the Officer-In-Charge.
3. Arrangement will be made for transportation to a doctor as needed.
4. The Recruit will make an incident report for any injury or illness.
5. Any injury causing the absence from training of a week or more will result in evaluation for dismissal from the recruit School.



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ACADEMIC STANDARDS

THE CLASSROOM

1. Since a large percentage of the training is presented in the classroom, recruits must show a sincere interest, an open mind and desire to learn theory, techniques and procedures in order to graduate from the school.
2. Failure of three (3) block exams will be cause for dismissal from the Recruit School.
3. Each recruit is expected to bring the necessary notes, books, handouts and equipment to class for the scheduled subject.
4. The instructors desire and encourage questions, provided they represent an honest attempt to gain information.
5. The utmost courtesy will be extended to all visiting instructors and visitors. Errors by visiting instructors will not be commented on by the class before the visiting instructor. These errors will be reported to the Training Staff for interpretation.
 - a. Visiting instructors will always be applauded upon completion of their class.
6. A five (5) to ten (10) minute break will be held each hour. Recruits will report to the classroom after a break upon hearing the predetermined signal.
7. The Officer-In-Charge may grant permission to leave a class in session. However, recruits will leave in a quiet manner, careful not to interrupt proceedings.
8. Watches will not be worn in the classroom.
9. Instructor baiting or classroom pranks will not be tolerated.

SCHOOL SCHEDULE

1. Each recruit is provided with a school schedule. This schedule is subject to change and revisions will be announced and/or published on the bulletin board in the student perimeter.

READING ASSIGNMENTS AND HANDOUTS



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1. Reading assignments and Handout material will be distributed throughout the school depending on the topic of study.
2. Each recruit will read and study handouts and subject material prior to class and during their off time for the duration of the specific subject.
3. Special work assignments, speeches and extra reading assignments will be completed as scheduled.

ACADEMIC STANDARDS

1. A passing grade of 72% or better is required on all block examinations.
2. Duty Sergeants will evaluate each recruit on police personality, attitude, aptitude, attentiveness, all written tests and classroom participation.
3. Not all courses have the same weighted value. Their value is dependent upon the length and importance of the subject.
4. Recruits with low grades will be counseled by the staff to determine the reason and make necessary adjustments.
5. A Recruit may obtain assistance in studies from the staff during reasonable hours.

EXAMINATIONS

A Recruit who fails to score a 72% or better on any exam will be counseled and required to retake the examination. The Recruit will be allowed to retake an exam one (1) time; a second failure may result in dismissal from the Recruit School.

If a Recruit fails two (2) exams he/she will be counseled and advised that a third failure of an exam could result in dismissal from the Recruit School. Higher standards for specific areas of study may be required. These areas and their standards will be provided to the Recruit prior to the beginning of those classes.

1. A written examination may be given at the end of each block of instruction or on a weekly basis.
2. A final written examination may be given near the close of the school.



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3. Notice of examination time and subject will be given so as to provide ample study time.
4. During examinations, recruits may leave the classroom when finished if authorized by the instructor. Recruits leaving the classroom will go immediately to their dorm room or as instructed.
5. **RECRUITS WILL NOT CHEAT, ATTEMPT TO CHEAT, COPY OR USE CRIB SHEETS DURING ANY EXAMINATION.**
6. Specific instructions will be followed as given for each examination.

NOTEBOOKS

1. Each recruit is required to take, transcribe and store thorough notes in notebooks during the school.
2. Recruits will take notes on all subjects except when excused by the school commander or his staff.
3. All finished notes will be hand-printed in black ink or typed in the manner prescribed in the "Note Taking" subject.
4. Handout material and manuals will be maintained in subject order in a notebook. Rough notes, finished notes, and prepared outlines will be kept in separate notebooks.
5. Notes are subject to review and inspection at any time by the Training Staff.

MILITARY COURTESY

The New Mexico State Police is a Para-military organization. Recruits will come to attention and salute upon the appearance of the Governor of the State, or any ranking Officer of the New Mexico State Police at all times.

1. Individual Recruits or groups of four (4) Recruits or fewer will come to attention and salute upon the appearance of the above mentioned persons.

If assigned as a group or in a group larger than four (4) Recruits, the Officer –In-Charge or squad leader will call the group to attention and will salute upon the appearance of the above mentioned persons, except during classroom studies.

2. Upon the appearance of a Training Officer, the recruit will come to the position of attention
3. The above will be explained during orientation.



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REPORTING

1. A Recruit, when reporting to any member of the Staff or to the Duty Sergeant's room will:
 - a. Knock at the door and announce presence and desire to enter.
 - b. Remain in the hallway until told to enter.
 - c. Stand at attention until ordered otherwise

MARCHING FORMATIONS

1. Military Drill will be conducted as scheduled.
2. No talking, smoking or horseplay is permitted while in ranks

MESS HALL

1. Recruits may assume "at ease" position while waiting to be served in the Mess Hall.
2. Recruits will sit at assigned tables only.
3. Permission to leave the Mess Hall will be given to the group by the Officer –In-Charge.

MORNING FORMATION AS FOLLOWS:

Recruit student body to formation at 0530 each day.

All recruits will fall out into formation unless bedridden or specifically restricted by medical orders.

1. "Reveille"- One (1) loud blast of a whistle or voice command- wake up call. This will occur at 0530 hours.
2. At 0535 hours, a second whistle or voice command – all recruits will immediately fall out into the hallway and get into the proper formation.
3. Unless otherwise directed, the uniform will be PT Gear.



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4. The assigned Squad Leader will take a count of each recruit and report to the assigned Recruit Sergeant.
5. After the assigned Recruit Sergeant has accounted for all personnel, he (she) will report to the Training Staff or Duty Sergeant.
6. Recruit Sergeant will report the number of recruits present and those accounted for if not present to the Training Staff or Duty Sergeant.

If there are any discrepancies in the actual count by the Recruit Sergeant and Training Staff or Duty Sergeant, the discrepancies will be cleared immediately.

Falsifying a report of attendance- covering for a recruit that is not present will be grounds for disciplinary action up to and including dismissal from the school.

Morning formation will be completed in a timely manner.

UNIFORM

1. The uniform of the day will be worn in the correct prescribed manner.
2. Boots and leather will be highly shined at all times.
3. Black regulation ball cap - the regulation fatigue cap (black baseball type) will be worn at all times (in uniform) outside buildings and cars, straight on the head; with the visor two (2) finger widths above the bridge of the nose.
4. Regulation BDU uniform pant and black BDU Polo shirt or BDU Blouse will be worn.
5. Regulation boots - plain toe, black, lace up, as issued.
6. Trouser belt - black, basket weave, Velcro closure, will be worn.

INSPECTIONS

1. Room Inspection will be held daily.
2. When commanded to fall out, all recruits will immediately form in the hallway, evenly numbered on each side of their respective doorway. Backs to the wall (NOT TOUCHING) in the position of "Parade Rest".



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3. Upon arrival of the inspecting officer, the Recruit Sergeant will call the class to the position of “Attention”.
4. The Recruit Sergeant will follow the inspecting officer and keep a record of deficiencies for each room and/ or personal inspection.
5. Inspections will only be conducted by the Duty Sergeant or a member of the Training Staff.
6. Deficiencies with inspections will be addressed during the same day that the deficient inspection occurred unless activities of the school prohibit it.
7. Upon the completion of the room inspection, the Duty Sergeant will then call the recruits into “Classroom Formation” for the day’s instruction.
8. Recruits rooms will be subject to inspection at any time by the Duty Sergeant or a member of the Training Staff.
9. Recruits will keep their rooms and equipment in order at all times.

SCHOOL POLICY

DISMISSAL FROM SCHOOL

1. A Recruit may withdraw from the school of their own accord.
2. A Recruit may be dismissed for failing grades or other deficiencies.
3. Recruits withdrawing or being dismissed will:
 - a. Notify the school commander
 - b. Submit Departmental Correspondence on reason for dismissal.
 - c. Check in all handout material, manuals, and uniform articles and assigned state property to the commander or his staff.
 - d. Complete all daily activity reports and attendance reports up to the point of dismissal.
 - e. Provide a forwarding address to the staff in case of needed future contact and mailing of payment due to the dismissed recruit.

MAIL

1. Mail call will be handled daily by the Duty Sergeant
2. Outgoing mail will be handled daily by the Duty Sergeant.



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3. Special delivery mail requiring your signature should not be sent to you while at the academy.

TELEPHONE CALLS

1. Recruits are to notify their friends and relatives not to make any phone calls to the academy or to State Police Headquarters unless it is truly an emergency.
2. Emergency in nature phone calls will be accepted by the staff and relayed to the recruit.
3. Recruits may use phones only after securing permission from the Duty Sergeant or Training Staff.

VISITORS

1. Visitors are discouraged during all hours throughout the duration of the academy.
2. Relatives and friends should be made aware of this restriction.
3. Visits for business or official purposes must be approved through the Training Staff.
4. Visitors are not allowed in the dormitory area under any circumstance.

LAUNDRY AND CLEANING

1. Recruits will pay for their laundry and cleaning.
2. Laundry will be done on a weekly basis.
3. Recruits will be provided with off- time to complete laundry.
4. If necessary, Recruits can be approved to use the laundry facilities at the academy for uniform articles only.

CHURCH CALL

1. Recruits will be allowed church call on Sunday mornings unless class scheduling dictates otherwise.

FIREARMS AND AUTOMOBILES



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1. All firearms will be checked into the school commander or his staff upon arrival at the school. Bringing personal firearms with you to the academy is discouraged as they are not allowed in the dormitory area.
2. All vehicles will be parked at a designated location. Vehicles will be locked and permission to use or access the vehicle must be obtained from the Duty Sergeant or training Staff.
3. All vehicle keys will be turned in to the Duty Sergeant for safekeeping.

RESPONSIBILITIES

1. Each Recruit will be assigned to a daily clean-up detail. This assignment will be in addition to each Recruit's responsibility to clean his/her own room. Clean-up detail assignments will be made by the Training Staff and are subject to change. A current list of assignments will be posted in the hallway. Assignments include but are not limited to "Hallway detail, Classroom detail, and Duty Sergeant Room detail".
2. When assigned to a detail, recruits will:
 - a. Check out cleaning equipment, be responsible for maintaining equipment in good repair, clean equipment after use and return equipment after use.
 - b. Empty all waste receptacles and wash them as required.
 - c. Dust all furniture with a dry rag and remove furniture as necessary for cleaning.
 - d. Report any damage immediately to the Staff or Duty Sergeant.
 - e. Secure areas after cleaning and turning off all lights.
 - f. Report to assigned detail on time, and excuse themselves from a detail only upon permission from the Duty Sergeant or staff member.

STUDENT RULES AND REGULATIONS

The Academy's Rules and Regulations were prepared to provide guidance and direction to students, staff, and other facility users. These rules are in place to ensure that the highest standards of conduct and training are adhered to, and that the training environment is a professional one.



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1. Parking

- a. Recruits shall park in the designated parking area on the driving range.
- b. Visitors may park in the parking area adjacent to the main facility

2. Registration

- a. Students shall sign out if they leave the premises during the week. There is a sign out sheet near the NMSP dorms to be utilized by Recruits every time they leave the floor after 1700 hours.

3. Daily Schedule

0530 – 0650 Physical fitness
0650 – 0700 Personal Hygiene
0700 – 0730 Breakfast
0730 – 0800 Inspections
0800 – 1115 Instruction time
1115 – 1200 Lunch
1200 – 1230 Drill and Ceremony
1230 – 1700 Instruction
1700 – 1730 Dinner
1730 – 2200 Personal time
2200 Lights out

4. Classrooms

- a. Strict schedules mandate that students report to class at designated times.
- b. Keep desks and tables clean.
- c. Do not open windows or exterior doors.

5. Dormitories



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- a. Be sure doors are unlocked when leaving rooms.
 - b. Do not open windows or exterior doors.
 - c. Use clean sheets and pillowcases provided on your beds. On the designated laundry day, put used linen in the linen cart near the laundry area by 0700 hours.
 - d. Leave blankets and bedspreads on the bed.
 - e. All personal items shall be in compliance with the Recruit handbook.
 - f. Lights out will be enforced at 2200 hours.
 - g. Do not change rooms unless instructed to.
 - h. Interaction between male and female Recruits will be in compliance with the Recruit handbook.
 - i. Recruits will be properly clothed when in public area of the facility.
6. Cafeteria
- a. Students having special dietary needs are to contact an Instructor and advise them of the required diet.
 - b. Attend each meal on time.
 - c. You will line up against the cafeteria wall until the staff advises you can be served.
 - d. As Recruits, you will sit at the assigned “NMSP Recruits” table.



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- e. You will take your trays and dishes to the dishwashing area when your table has completed their meal.
 - f. Snacks will be made available for you in the evenings.
7. Firearms
- a. When issued, your firearms will be kept in their respective cases.
 - b. At no time will ammunition be allowed in the dorms.
8. Messages/Telephones
- a. Your family may leave emergency messages for you with the training staff.
 - b. You may bring your cellular phone to the academy, however, it will be confiscated and distributed to you for use when appropriate.
 - c. Do not use staff office phones without permission.
9. General Rules
- a. Your behavior will mirror that expected of a NMSP Recruit as outlined in your handbook.
 - b. Nonprescription as well as prescription drugs will be stored in the Duty Sergeant's room and distributed when appropriate.
 - c. No movies or media of any kind are to be in your rooms.
 - d. Vehicle speeds in the Academy parking lot should not exceed 10 mph.
 - e. Students shall obey all traffic laws when commuting to and from the Academy.



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- f. Students shall not bring unauthorized visitors onto the Academy grounds.
- g. No alcoholic beverages are allowed at the facility. Nor shall any Recruit/Officer return to the Academy visibly affected by alcohol.
- h. No smoking in any of the buildings.
- i. Keep the facility clean and adhere to your assigned details.
- j. Report all injuries to an instructor immediately.

ATTENDANCE REQUIREMENTS FOR DEPARTMENTAL TRAINING

- 1. All students attending class at the Academy will be listed on a roster provided by the Training Division.
- 2. Upon completion of the class, the roster will be filed with the LEA.
- 3. Those students who do not satisfactorily pass or who do not complete the entire training session will not receive credit for the class.

RECRUIT/OFFICER PARTICIPATION IN TRAINING EXERCISES

Training exercises conducted at the Academy are not optional for NMSP employee participation. All members of a training class shall be directed to participate in an exercise or provide evidence as to why they cannot participate.

This policy will apply to both NMSP Recruits and NMSP Commissioned personnel.

For Recruits, each block of instruction will be graded as determined by the Instructor. Failure of a specific mandatory class will fall under the NMAC requirements and the NMSP Recruit handbook.



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Knowledge training will be tested by written and/or practical examination at the end of the session. Any Recruit/Officer that scores below the required percentage to pass the block of instruction will be remanded to remedial training.

Lists of advanced training exercises are available on the DPS website.

**STAFF ORIENTATION
WELCOME TO THE NEW MEXICO
STATE POLICE TRAINING AND RECRUITING BUREAU**

We are pleased to have you as part of the New Mexico State Police Training Bureau. Your dedication to the Organization and commitment to hard work has brought you here and will continue to be a demand placed upon you. This assignment will undoubtedly be one of the most challenging of your career as well as one of the most rewarding. You will be a part of instructing, conditioning, and leading the future Officers of the New Mexico State Police. A responsibility we are sure you will fulfill. You will be working with a group of people who are dedicated to providing quality performance and the continued professionalism of the New Mexico State Police. One of the most important aspects of your job will be to provide the best training and support services possible to Recruits. Equally important is the need to make Recruits feel welcome and let them know we are dedicated to their success as well as establishing their commitment and dedication to the profession of law enforcement. In order to facilitate our objectives and procedures, Academy staff members are required to familiarize themselves with the contents of the Training Bureau Standard Operating Procedures Manual.

STAFF INFORMATION AND WORK RULES

Conduct

A. Academy staff members are expected to adhere to the highest standards of moral conduct and set the leadership example.



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1. Instructors shall not fraternize with recruits/cadets or other students, from this or any other department, attending training at the New Mexico Law Enforcement Academy.

2. Improper conduct between students or between staff and students will not be tolerated.

B. Academy staff members are to familiarize themselves with Administrative Policy 34.

C. All Instructors at the Academy will be apprised of the Academy's Rules and Regulations contained within the Standard Operating Procedures Manual. All Instructors will also be familiar with the Recruit's handbook. Attention shall be directed toward instructors maintaining the highest standards of moral conduct toward recruits.

D. The relationship between Instructor and Recruit is professional in nature. Instructors will treat each Recruit with dignity and respect in order to instill in them the standard of conduct expected of a New Mexico State Police Officer.

E. The New Mexico State Police Academy is a para-military organization and prides itself with that standard of training. Instructors will challenge, teach, motivate and mentor each Recruit in a manner that is appropriate in a structured and disciplined environment.

F. At no time will an Instructor touch a Recruit in an aggressive manner. Nor will an Instructor curse at, degrade, or single out a personal issue with a Recruit. At no time will an Instructor yell in the face of any recruit. This does not prohibit yelling, this only prohibits yelling in the face of any recruit.

G. During training exercises Instructors will use only use language that is of a positive and motivating nature when addressing a Recruit. At no time will a Recruit be degraded or discouraged. At no time will the training staff encourage a recruit to leave. If the recruit is contemplating leaving, all efforts will be made to encourage the recruit to stay. If the recruit decides to



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leave after all efforts have been made to encourage them to stay, the proper dismissal procedures will be followed.

II. Office Procedures

A. Commissioned staff members shall keep clerical staff informed of their location, and sign the in/out board in the administrative assistant's office, whether within or away from the Academy complex, at all times during duty hours.

B. Staff members who may be on special assignments for several days shall leave contact information with the administrative assistant and be available for contact by the remaining Academy staff.

C. Staff members shall keep their offices in a neat and orderly fashion at all times. Items in the office shall be consistent with EEOC Rules and Regulations and be of a professional nature.

D. Staff members shall submit their weekly reports and attendance reports on a bi-weekly basis to their supervisor.

E. Any program that involves overtime shall be approved by the employee's supervisor prior to working the overtime. This includes programs at the Academy and in the field.

F. All non-emergency overtimes will be authorized in advance by the employee's supervisor.

G. Travel overtimes must be preauthorized by the employee's supervisor. Overtime will be granted based on travel time, scheduled days off, and training/scheduling commitments.

H. IPR's shall be approved by the appropriate supervisor.

I. Scheduling of the facility shall be coordinated with the scheduling administrator for the Law Enforcement Academy.

III. Cafeteria Use



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- A. Instructors and staff will purchase meals provided by the cafeteria.
- B. Food service staff will set aside meals for staff or Recruits not present when requested.
- C. The cafeteria provides meals to several different classes and follows a schedule so each class dines at separate time. Recruit dining times are:
0700 for breakfast
1115 for lunch
1700 for dinner

IV. Academy Grounds

- A. All buildings are non-smoking areas.
- B. Thermostats are pre-set. Do not open windows or exterior doors-cold air return in front of the windows will cause the heater to come on and make it warmer, not cooler. Do not place boxes or other items over the air return vents-this inhibits the heating/cooling system.
- C. No picture hangers will be installed or any holes drilled in walls without prior permission from the Academy Inspector or designee.
- D. Lights are to be turned off in all rooms, offices, classrooms, conference rooms, and hallways when not in use.
- E. All buildings will be locked when unoccupied.
- F. The last staff member or Instructor to leave the Academy complex each day will ensure that all doors and windows are secured.
- G. The supply closet will remain locked when not in use.
- H. Staff members shall ensure that all keys, videotapes, audio tapes, and training equipment removed from the Academy are signed out by the person removing such items. Employees are to ensure that persons checking out any equipment fully understand its operation.



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USE OF EQUIPMENT AND CHECK-OUT PROCEDURES

I. Videotapes & DVDs (training)

A. The primary instructors of each subject shall review training tapes yearly to ensure that they are portraying up-to-date training methods; archive old ones.

II. Visual Aids Equipment

A. Staff members shall become familiar with the operation of all audio-video equipment, including simple troubleshooting procedures. Equipment shall not be tampered with until adequate instruction has been received.

B. All projection and/or electrical equipment shall be shut off when not in use.

C. Equipment assigned to a designated classroom will remain in that classroom.

VEHICLE USAGE

I. A key box, located in the supply closet contains keys for all vehicles issued to the Instructors as well as keys used for normal operations at the Academy.

II. Keys to the track vehicles, four wheeler and tower are maintained by the LEA staff.

MAIL SERVICE

I. The Academy has two types of mail service:

A. Inner-office mail

1. Mail going to most other departments within the Department of Public Safety. Envelopes are located in the supply closet and should contain the



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sender's name, location, and recipient's name. Inner office mail does not need postage.

B. U.S. Mail

1. U.S. Mail is also processed by the DPS mailroom. This mail shall be placed in the outgoing mail bin in the copier room and shall be picked up before 5:00PM. Incoming mail is placed in the staff's mailbox.
2. Recruits also receive mail here and it should be treated as confidential. However, the Recruits will be made aware that any large packages are subject to inspection. The Recruit mail is delivered to the appropriate mailbox and then distributed to the Recruits at an appropriate time.

CLASSROOM GUIDELINES

I. You represent the entire New Mexico State Police when conducting classes; set the best example. You must make sure your conduct remains above reproach and is consistent with all Regulation Manual policies.

1. The required uniform will be based on the block of instruction. At all times the uniform or dress attire will be in compliance with the DPS dress code.
2. Staff members and guest instructors shall not use profanity, pornography, or ethnic or sexual jokes in the classroom. Students will be prohibited from using the same.

II. Keep the classrooms in order.

III. Adhere to the schedule and allotted time block. Give students timely breaks.

IV. Prepare a lesson plan for your block of instruction based on instructional objectives. For uniformity, a lesson plan format has been established and is available from the training staff.

A. Resources available for use by instructors:



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1. Outline notebooks.
2. Exam file.
3. Internet.

B. Be sure to follow the outline – our agency/instructors can be held liable for improper training.

V. Staff members shall leave the classrooms in an orderly arrangement; whiteboards clean, equipment put away, and chairs and desks properly arranged. The Recruits will be assigned as a classroom detail and will address these issues.

PRACTICAL OVERSIGHT

I. All practical instruction will involve both a content overview and safety briefing.

II. All injuries will be treated and reported to a supervisor, according to usual protocols.

III. The Academy commander or designee will conduct injury reviews designed to improve oversight, safety, and communication when deemed necessary.

ACADEMY DRESS CODE

I. Commissioned Staff Members

A. The Class “A” uniform shall be worn except during practical exercises. Bow ties shall be worn when specified by the Inspector.

B. Each instructional staff member shall ensure they have a regulation uniform available at the Academy during working hours for emergencies.

C. NMSP BDU gear shall only be worn during practical exercise when wearing the regulation uniform is not practical or with expressed permission of a supervisor.



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- D. All uniforms shall be kept in a presentable manner.
- E. Appropriate non-uniform attire may be worn as needed or directed for specific purposes.

II. Non-commissioned Staff Members

- A. Non-commissioned staff members will dress in accordance with policy unless their assignment has a specific uniform/dress code of its own.

**STAFF PROCEDURES – GUEST INSTRUCTORS
DISCLAIMERS/OUTLINES**

- I. All coordinators of non-academy programs and guest instructors who provide training at the Academy will sign a disclaimer before their class begins. This disclaimer will inform instructors or program coordinators of their responsibility to maintain the outlines they use in class for seven years in case there is a public disclosure request.

- II. The Academy does have custodial responsibility for outlines which are not developed by the Academy Staff. A lesson plan binder will be kept for each Recruit class indicating what curriculum was taught.

- III. After reading and understanding the disclaimer, the following examples may help to clarify who is required to sign a disclaimer:

LESSON PLAN CONTROLS/PROCEDURES – ACADEMY STAFF

- I. It is paramount for all instructors to realize the potential liability to the department and themselves for outlines that cannot be retrieved for a specific instruction provided. Therefore, outlines shall be completed and submitted for every classroom presentation. It is also important for the outline to reflect the instructor's name, if different from the person who prepared it and the date of instruction.

A. Academy Staff and Guest Instructor's Responsibilities



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1. Complete all portions of the outline coversheet.
2. Fully describe practical exercise/demonstration (if any) within the outline-include the expected student performance standards, description of exercise/demonstrations, and number of student hours.
3. Ensure all portions of the outline are consistent with the departmental goals and objectives and that no material conflicts with department rules and regulations or state laws.

B. Preparation and Submission of Outlines

1. Lesson plans are required for all courses presented at the Academy. Each lesson plan shall include, at a minimum, the following information.

- a. Subject
- b. Date taught
- c. Type of training
- d. Who prepared it
- e. Who approved the content, and the date of approval
- f. Length of course
- g. Instructional objectives
- h. Reference materials
- i. Training aids
- j. Practical exercises
- k. Study assignments
- l. Quizzes
- m. Written and practical examinations
- n. Step by step course of instruction
- o. LEA accreditation number if applicable

2. Using an Existing Lesson Plan

a. If an entire existing outline will be presented with additions or deletions the Instructor shall complete a new cover sheet to reflect the date to be presented and submit a draft copy indicating the location of the outline and what changes have been made, before the class is presented.



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3. Revising an Existing Lesson Plan
 - a. Before the class is presented, the revisions shall be approved by the Inspector for the Training Division.
4. New Outline Development
 - a. When a new outline is developed, it shall be approved by the Inspector and an application for accreditation should be made. This class shall not be presented until these items have been met.
5. Every effort will be made to assign the required instructors to each block of instruction and confirmation of their availability will be required on a weekly basis.
6. One member of the training staff will be tasked with confirming each instructor's availability and compliance with the lesson plan requirements.

NEW MEXICO STATE POLICE FACILITY INFORMATION

A. Contact Information

1. Department of Public Safety, New Mexico State Police, P.O. Box 1628, Santa Fe, New Mexico, 87504; Phone #: 505.827.9201.

B. Academy Facilities

1. The New Mexico State Police Department shares the training facility with the New Mexico Law Enforcement Academy under the direction of the New Mexico Department of Public Safety. The academies conducted at this facility include the State Police Recruit School, the Basic Law Enforcement Academies, New Mexico Dispatcher Academies, New Mexico Certification by Waiver Academies and several advanced training academies.
2. The main training facility includes the administration area for both the LEA and State Police, a large auditorium for ceremonies, a Critical Incident Management tabletop training room, dorm rooms, a gym with two separate weight rooms and locker rooms, a computer lab, and lounge area with



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television. The FATS training equipment is located near the gym. The dining facility and laundry facility are downstairs. A secondary dorm facility is adjacent to the main building.

3. The LEA firing range is located on the I25 frontage road on the New Mexico National Guard Facility. It is approximately 10 miles from the LEA.

4. The LEA driving range is located adjacent to the main training facility and is equipped with six track vehicles, an observation tower and the obstacle course. A rappel tower is also located there. The driving range is used to instruct recruits on police driving skills, traffic stops, and pursuit driving.

C. Blocks of Instruction

1. The State Police curriculum consists of 1200 hours of training to include the following:

Learning Skills
State Geography
History of Law Enforcement
Nutrition
Physical Fitness
Sexual Harassment
Police Ethics
Behavior Management and Crisis Intervention
Dispute Intervention/Conflict Management
Handling the Mentally Ill
Emotional Health and Stress Management
Occupant Safety & Traffic Enforcement
Criminal Justice System
Cultural Diversity
Defensive Driving
Report Writing
First Aid & CPR
Blood Born Pathogens
Hazardous Materials



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Arson Investigation
Gangs & Terrorism
Crimes against Property
Criminal Law/Jurisdiction
Criminal Procedures
Legal Search & Seizure
Constitutional Law
Courtroom Testimony
Police Officer as Prosecutor
Suicide Barricade/Hostage Situations
Community Oriented Policing
Indian Law
Timing Devices
Firearms training (handgun, rifle, shotgun)
Motor Vehicle Code
Driving training/pursuit driving
Patrol Ops
Defensive Tactics
Collision Investigation
Interviews & Interrogations
Perceptions of Human Behavior
Domestic Violence
IR8000
DWI Enforcement
Criminal Investigations
Crime Scene Investigations
Homicide Investigation
Child Abuse Investigation
Sex Crimes Investigation
Critical Incident Management
Officer Survival Tactics
Controlled Substance/Informant
Methamphetamine Lab Awareness
Commercial Vehicle Enforcement
Spanish



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**TRAINING AND RECRUITING BUREAU
Emergency Notification**

In Any Emergency:

- A. Contact the Academy Commander or his designee.
- B. Follow instructions as given.
- C. If ordered to evacuate, leave immediately via the nearest exit.
- D. Remain calm and help others – particularly the disabled. The disabled person(s) should be helped out of the building after all others have left.

Civil Preparedness

- A. Civil preparedness is the community-based preparation for civil activity during increased international tension or warfare where the President declares a state of emergency. Academy staff and students are to go their designated emergency shelter. Persons are advised to go directly to the shelter. Do not go to get relatives or personal possessions.

Public Warning Signal

- A. Turn to Radio frequency KKOB which broadcasts emergency information.
- B. Self- Protection Measures for a nuclear blast are the same for an earthquake.

See Natural Disaster.

- C. If an attack is imminent or has begun:
 - a. Seek cover under a desk or table, or in a permanent doorway. Meeting rooms, storage rooms, and most offices are not permanent structures.
 - b. Stay clear of glassed in areas where overhead lights may drop or fall.
 - c. Remain secure. Burst, flash, or shock waves must pass. Protect your eyes, ears, and air passages.
 - d. Follow instructions, be helpful, and proceed to the designated shelter or elsewhere as directed.

Natural Disaster



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- A. The Academy Complex is subject to a number of natural disasters. Severe windstorms, earthquakes, tornadoes and snow storms may cause some structural damage to the building and possible evacuation may result.
 - 1. Seek immediate cover under a desk or table, or in a permanent doorway. Meeting and storage rooms are not permanent structures.
 - 2. Stay clear of glass-in areas or places where overhead lights may drop or fall.
- B. As in any emergency situation, staff cooperation and courtesy greatly aid overall efforts to protect lives and reduce suffering.
- C. Gas and electric lines which have been broken can cause injury and death unless staff and students heed the instructions of the Academy Commander or his designee.
- D. Evacuation for natural disaster situations will probably not take place until after the danger has passed. Evacuation may be ordered so emergency authorities can assess damage and make the building safe for reoccupation.

Fire, Explosion, and/or evacuation

- A. Fire:
 - 1. The Academy buildings have been constructed with the most up-to-date fire control fire systems available and have utilized many advanced techniques of fire suppression and fire retardation. With the exception of fire extinguishers, academy staff members are not to fight fires, large or small, on their own. Employees should follow the fire alarm procedures as outlined on page 14 of this section.
 - 2. Should in-house firefighting be called for, Academy staff members are reminded that if a fire is not easily controllable, efforts should be ceased when the risk to self and/or others is too great. Supervisors must insure that all staff is familiar with the location and operation of firefighting equipment.
 - 3. Fire extinguishers and equipment are inspected and maintained annually by a private firm, who should be notified anytime an extinguisher is used. Requests for



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additional fire extinguishers can be made through a supervisor.

B. Explosion:

1. In case of explosion, Santa Fe County Fire Department # (911) and the NMSP Explosive Unit shall be contacted. An explosion always carries the possibility of fire. Operate a pull fire alarm to evacuate the building and proceed to the designated rally point location.

C. Evacuation of the Building:

1. Get out quickly.
2. Go to a pre-designated location. All Academy staff members shall meet next to the repelling tower.
3. If you are in smoke or heat, keep low.
4. If you are trapped, close doors, open windows, and signal for help.
5. Know at least two ways out.

Medical Emergencies

- A. The safety and welfare of employees, students, and visitors to the facility are of the utmost concern of the Academy Administration. It is important that information about job-related illnesses or injuries to the staff or students be directed to Academy command personnel as soon as possible.
1. If students or staff members are injured during the course of training/employment severely enough to require medical attention, a staff member will be advised immediately. That person will be responsible for ensuring appropriate arrangements have been made to care for the sick/injured parties. It will also be that person's responsibility to:

Take any immediate action necessary to preclude additional injuries.

- A. Notify the Academy Commander or his designee.
B. A supervisor or command-level officer shall:



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1. Ensure proper notification is made to that agency if the injury-illness involves an employee of another agency.
2. Ensure that proper investigation into the incident is initiated if circumstances warrant.

Academy Security

A. Facility Security

3. Academy Staff Members are responsible for all matters involving the security of the buildings and occupants after normal office hours. Any situations involving building or personal security are to be brought to the immediate attention of the Academy Commander or his designee either by telephone or by personal contact.
4. During the hours of 8am -5pm, all situations involving building or personal security are to be brought to the immediate attention of the Academy Commander or his designee.
5. Security for the areas of the firing range and drive course is provided by an 8 foot chain link fence with three strands of barbed/razor wire across the top. Both entrance gates are securely locked with a mechanical locking device and are secured at all times when not in use. Drive course is locked when in use as well.

B. Personal Security

1. Staff members who leave personal objects such as purses, umbrellas, office supplies, or appliances in the building should take steps to reduce the risk of loss due to theft. Loss does periodically occur – staff is advised to use the same precautions as in any other public place. Gun belts, fire arms, and any other valuable or potentially dangerous object should not be left in plain view.
2. Students should keep all valuables and personal objects in a secure area, such as the gun locker provided or in the locked trunk of a vehicle. No valuables should be left unattended in any dormitory room.



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C. Public Property

1. All items of public property fall under the jurisdiction of state law which governs their use and disposal. Any person who suspects an item of state property to have been stolen or unlawfully removed shall report their findings to the Academy Commander or his designee and follow his or her instructions. Damaging or defacing of public property also carries penalties and, if witnessed, shall be reported to the Academy Commander or his designee.

Bomb Threats/Explosives

A. Any person answering a telephone is subject to receiving threatening calls.

1. The person receiving a bomb threat call should remain calm and attempt to alert other employees (by prearranged signal) that a bomb threat is being received.

2. Attempt to obtain as much information as possible using the bomb threat card as a guide (available near every phone). **IMMEDIATELY RECORD ALL INFORMATION ON THE BOMB THREAT CARD AND PRESENT IT TO THE ACADEMY COMMANDER OR HIS DESIGNEE.**