



DEPARTMENT OF PUBLIC SAFETY NEW EMPLOYEE CHECKLIST



Introduction – Employee Name: _____

Welcome to : _____

(HQ/District/Bureau/Division)

	Applicable	Not Applicable
1. Verbal Self-Analysis – <ul style="list-style-type: none">Please provide personal information regarding you (E.g. spouse name, children's names, hobbies, etc.) What are your strengths and weaknesses?	<input type="checkbox"/>	<input type="checkbox"/>
2. What you have learned in the Academy, you will continue to do – <ul style="list-style-type: none">Coach Officers will not deviate. Follow the instruction of your FTO. If you don't get along with your FTO, notify your supervisor.DORs - If you don't agree, indicate on DOR form.You are here to succeed. We will show you how to succeed - It is up to you to put everything together (classroom training and practical FTO training) and do the job	<input type="checkbox"/>	<input type="checkbox"/>
3. Officer Safety Technique – <ul style="list-style-type: none">Always use the techniques you were taught at the academy. E.g. Right handed approaches, etc.Be courteous and professional. Treat people how you would want to be treated.The best officers are always above average. Strive to do your best all of the timeAlways ask questions if you do not understand something.Your best officer safety technique is learning the skill of proper communication	<input type="checkbox"/>	<input type="checkbox"/>
4. Report writing skills – <ul style="list-style-type: none">Paperwork should always be submitted in a timely basis. Deadlines are in place for a reason; assure you meet them.Investigate crimes the way you would expect the police to handle a crime for you if you were a victim.The failure to properly complete and submit paperwork gets more officers into trouble than anything else	<input type="checkbox"/>	<input type="checkbox"/>
5. Radio transmissions – learn 10 codes. Keep radio transmissions short.	<input type="checkbox"/>	<input type="checkbox"/>
6. Follow Chain of Command – Open door policy; however, your first line supervisor is your 1st point of contact.	<input type="checkbox"/>	<input type="checkbox"/>



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7. Court is mandatory – Implement some kind of system such as a daily planner or Outlook calendar to track your appointments.	<input type="checkbox"/>	<input type="checkbox"/>
8. Conduct – Always watch your conduct; both on and off duty. <ul style="list-style-type: none">○ You are a public figure - everyone is watching what you do; day and night.○ DPS policy does not differentiate between on duty/off duty. (Code of Conduct)○ Fraternization with people can/will get you in trouble if you let it go outside of the professional lines.○ <u>Treat the public how you would want your family treated by police.</u>	<input type="checkbox"/>	<input type="checkbox"/>
9. <u>When authorized you are strongly encouraged to work overtime projects.</u> Easy and rewarding way to earn extra money and learn your job.	<input type="checkbox"/>	<input type="checkbox"/>
10. Watch your driving habits – When responding to emergency calls, arrive in a safe manner. Speeding for no reason is not tolerable.	<input type="checkbox"/>	<input type="checkbox"/>
11. College hours. Make sure you have them at the end of two years.	<input type="checkbox"/>	<input type="checkbox"/>
12. Physical and Mental fitness. Stay In shape mentally and physically. Watch the booze and poor after hour's choices. Eat healthy while on and off duty - It will pay dividends later in you careers, EXERCISE!	<input type="checkbox"/>	<input type="checkbox"/>
13. CALEA – We will review the CALEA PowerPoint located on the INSIDER at: http://insider/docs/CALEA_New_Hire_Pres.ppt (33.5.3)	<input type="checkbox"/>	<input type="checkbox"/>
14. All Hazards Plan – Review and know where to find it. http://www.nmdhsem.org/Emergency_Operations_Plan.aspx	<input type="checkbox"/>	<input type="checkbox"/>
15. Mass Arrest Procedure – Review on the District Drive and be familiar with it.	<input type="checkbox"/>	<input type="checkbox"/>
16. District/Office Loss Prevention and Control Plan – Review and be familiar with all issues unique to our location. Building evacuation procedures, prisoner escapes, suspicious persons, medical emergencies, Active Shooter, etc.	<input type="checkbox"/>	<input type="checkbox"/>
17. Temporary Detention Holding Areas – Please review OPR:33 and be familiar with Temporary Holding Area Requirements and Guidelines. (71.2.1)	<input type="checkbox"/>	<input type="checkbox"/>
18. Policy Manual – Review and know. This is your manual for day to day life at NMDPS. We will ensure you can locate and review all policies but you will review the policies listed below within 60 days of employment.	<input type="checkbox"/>	<input type="checkbox"/>



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- **ADM.03 Grievances –** ☐ ☐
- **ADM.07 EEO –** ☐ ☐
- **ADM.26 Standard of Conduct –** ☐ ☐
- **ADM.34 Anti-Discrimination, Harassment and Retaliation –** ☐ ☐
- **ADM.36 Investigation and Resolution of Complaints –** ☐ ☐
- **ADM.45 Americans with Disabilities Act –** ☐ ☐
- **ADM.46 Risk Management –** ☐ ☐
- **ADM.50 Alternative Dispute Resolution –** ☐ ☐
- **PRS.04 Workers Compensation –** ☐ ☐
- **PRS.11 State Police Duty Injury Leave –** ☐ ☐
- **PRS. 15 Absences from Work** ☐ ☐
- **PRS.19 Modified/Limited Duty –** ☐ ☐

19. **Legal Updates** – Can be found on the insider at:

☐☐

<http://nmlea.dps.state.nm.us/index.php/legal-updates/>

20. Loss Prevention Training and Test

You can also sign up for updates by email at:

<http://nmlea.dps.state.nm.us/index.php/newsletter/>

21. Questions?

Employee Acknowledgement: _____

Supervisor: _____

District Commander/Division Director/Bureau Chief: _____

Date: _____