

**TITLE 10 PUBLIC SAFETY AND LAW ENFORCEMENT**  
**CHAPTER 29 LAW ENFORCEMENT ACADEMY**  
**PART 2 FINANCIAL**

**10.29.2.1 ISSUING AGENCY:** New Mexico Law Enforcement Academy - Training and Recruiting Division, Department of Public Safety, 4491 Cerrillos Road, Santa Fe, New Mexico 87505  
[10-1-97; 10.29.2.1 NMAC – Rn, 10 NMAC 29.2.1, 7/1/01]

**10.29.2.2 SCOPE:** All law enforcement agencies in New Mexico (state, county, municipal or other local governments, associations and other groups).  
[10-1-97; 10.29.2.2 NMAC – Rn, 10 NMAC 29.2.2, 7/1/01]

**10.29.2.3 STATUTORY AUTHORITY:** NMSA 1978, Section 29-7-4 (Repl. Pamp. 1994), NMSA 1978, Section 29-7-5 (Repl. Pamp. 1994), NMSA 1978, Section 29-7-12 (Repl. Pamp. 1994)  
[10-1-97; 10.29.2.3 NMAC – Rn, 10 NMAC 29.2.3, 7/1/01]

**10.29.2.4 DURATION:** Permanent  
[10-1-97; 10.29.2.4 NMAC – Rn, 10 NMAC 29.2.4, 7/1/01]

**10.29.2.5 EFFECTIVE DATE:** October 1, 1997  
[10-1-97; 10.29.2.5 NMAC – Rn, 10 NMAC 29.2.5, 7/1/01]

**10.29.2.6 OBJECTIVE:** The purpose of part 2 is to establish guidelines for use of academy facilities, fees for use of facilities and services offered by the academy and procedures for their collection.  
[10-1-97; 10.29.2.6 NMAC – Rn, 10 NMAC 29.2.6, 7/1/01]

**10.29.2.7 DEFINITIONS:** [Reserved]

**10.29.2.8 USE OF FACILITIES; OTHER ORGANIZATIONS; CHARGES**

**A. Guidelines**

(1) The following guidelines are established for use in connection with handling requests for the use of the department of public safety training center building and facilities. Please allow sufficient time for arrangements to be made for the facilities requested. The request shall be made in writing. Use of the training center building and facilities will be confined to the following:

- (a) Official state agencies and institutions for official purposes;
  - (b) Official county, city, or municipal agencies for official purposes and specifically to include the New Mexico municipal league and association of counties;
  - (c) The New Mexico sheriffs' and police officers' association;
  - (d) The New Mexico sheriffs' association;
  - (e) The New Mexico mounted patrol;
  - (f) Other law enforcement related associations or activities; and
  - (g) Other groups, agencies, and activities in the discretion of the director.
- (2) Other requests not specifically mentioned or included above will be considered.
- (3) A fee will be charged for the use of the facilities.
- (4) The fee is subject to change and quotes will be provided upon request.
- (5) Any organization requesting services which are not utilized will be obligated to pay for all services requested unless written notification of cancellation is made at least five (5) days prior to the date of services.
- (6) All requests are contingent upon available facilities and compatibility with the training center's functions.
- (7) The department of public safety training and recruiting division director may cancel the use of training center facilities fifteen (15) days prior to scheduled date if circumstances warrant such cancellation.

**B. Charges for Services**

- (1) There will be a fee established for all services rendered by the training and recruiting division.
- (2) The fee will cover training costs, rooms, board, and facilities provided by the training center.

- (3) The fee schedule shall be maintained by the director of the training center.
- (4) Said fee shall be subject to change without notice.
- (5) The director of the training center may raise said fee at any time.
- (6) Any increase shall take effect immediately.
- (7) All increases shall be subject to the approval or disapproval of the academy board at its next

meeting.

**C. Charges for Dormitory Usage Only**

(1) The following policy is hereby established for use of the department of public safety training and recruiting division dormitory by non-students.

(2) Use of the training center's dormitory by non-students shall be at the discretion of the director of the department of public safety training and recruiting division.

(3) If permission is granted for use of the dormitory facilities by a non-student, a fee of \$15.00 per day will be charged. The fee shall be paid to the department of public safety training and recruiting division.

(4) Any exceptions to the above can be made by the director of the department of public safety training and recruiting division.

[3-15-80, 4-11-89, 10-1-97; 10.29.2.8 NMAC – Rn, 10 NMAC 29.2.8, 7/1/01]

**10.29.2.9 ACCOUNTS AND COLLECTIONS - INVOICES; PAYMENTS**

**A.** Department of public safety will submit invoices to each agency whose personnel have attended all or part of a basic or specialized training course. The notices of payment due will be mailed no later than seven (7) days after the training course terminates.

**B.** If payment is not received within thirty (30) days from the date of the invoice, the department of public safety will send a second notice by certified, return receipt mail, to delinquent agencies.

**C.** If payment is still not received after fifteen (15) days from the mailing of the second notice, said debts will be referred to the proper authorities for collection. The department of public safety training and recruiting division may also refuse to accept or certify further personnel from such departments until all debts to the department of public safety are paid in full.

**D.** Payment in advance from continually delinquent agencies or departments or from those who have been referred for collection may be required in the discretion of the director of the training and recruiting division.

[3-15-80, 4-11-89, 10-1-97; 10.29.2.9 NMAC – Rn, 10 NMAC 29.2.9, 7/1/01]

**HISTORY OF 10.29.2 NMAC:**

**Pre-NMAC History:** The material in this part was derived from that previously filed with the State Records Center and Archives under: NMLEA Rule #8, Guidelines For Payment Of Invoices For Training Conducted By The New Mexico Law Enforcement Academy, filed 4-18-77; NMLEA Rule #3, Use Of Facilities: Other Organizations, filed 2-14-80; NMLEA Rule #4, Charges For Academy Services, filed 2-14-80; NMLEA Rule #5, Charges For Dormitory Usage Only, filed 2-14-80; NMLEA Rule #6, Accounts And Collections, filed 2/14/80; NMLEA Rule #B2, Accounts And Collections, filed 3-10-89; NMLEA Rule #B1, Use Of Facilities; Other Organizations; Charges, filed 3-10-89.