

## 2024 ANNUAL AGENCY IN-SERVICE TRAINING REPORT LAW ENFORCEMENT OFFICER

I, \_\_\_\_\_ of \_\_\_\_\_  
(print or type agency head's name) Title  
\_\_\_\_\_  
(print or type agency name)  
\_\_\_\_\_  
(print or type agency location)  
\_\_\_\_\_  
(print or type agency contact phone number) (print or type agency contact email address)

verify that as of \_\_\_\_\_ ALL law enforcement officers employed with this agency, with  
(enter date of report)  
the exception of those listed on Page 2, have met the mandatory Annual In-service Training Requirements as set forth in the New Mexico Administrative Code, 10.29.7.8, and Article 7 of the Law Enforcement Training Act outlined in New Mexico State Statute Annotated 1978. Course rosters have been submitted to the NMLEA within 30 days of training completion. The training documentation will be made available for inspection upon request.

- Minimum of One (1) hour *annually* - Domestic Abuse Incident training (29-7-4.1 NMSA 1978).
- Minimum of Two (2) hours *annually* - Child Abuse Incident training (29-7-4.2 NMSA 1978).
- Minimum of One (1) hour *annually*- Missing persons and AMBER alert training (29-7-7.4 NMSA 1978).
- Minimum of One (1) hour *annually* - Ensuring Child Safety after Arrest training (29-7-7.3 NMSA 1978).
- Minimum of Thirty (30) minutes *annually* - Tourmiquet and Trauma Kit training (29-7-7.7 NMSA 1978).
- Minimum of Four (4) hours *annually* - Handling a Crisis (29-7-4.4 NMSA 1978).
- Minimum of One (1) hour *annually* - Peer to Peer Intervention (29-7-4.4 NMSA 1978).
- Minimum of One (1) hour *annually* - Racial Sensitivity (29-7-4.4NMSA 1978).
- Minimum of One (1) hour *annually* - Stress Management (29-7-4.4 NMSA 1978).
- Minimum of Four (4) hours *annually* - Use of Force Minus Vascular Neck Restraints (29-7-4.4 NMSA 1978).

Total number of certified Law Enforcement Officers in the agency: \_\_\_\_\_

Please attach a list of employees that this affidavit certifies as having completed their Annual In-Service requirements. Include last name, first name, and certification number.

*I understand that failure to submit this report by **March 1<sup>st</sup>** of the following year (2025) may result in the suspension of the Law Enforcement Officer certification of my employees.*

**State of New Mexico** )  
**County of** \_\_\_\_\_ ) **SS.**

I, \_\_\_\_\_, being first duly sworn, depose and state (based upon  
(print or type agency head's name)  
information, belief, and available documentation): I am the agency head of the \_\_\_\_\_  
(print or type agency name)  
and the foregoing report is true and correct to the best of my personal knowledge.

Subscribed and Sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
(Agency head's signature)

\_\_\_\_\_  
Notary Public

Notary Stamp/Seal

My commission expires: \_\_\_\_\_

**2024 Exception Report**  
**Annual In-Service Training (Law Enforcement Officer)**  
Officers **NOT** meeting the mandatory annual in-service training requirements:

	Last Name	First Name	DOB	Cert. #
1				
2				
3				
4				
5				

#      Name: \_\_\_\_\_ Cert#/SSN: \_\_\_\_\_

**Explanation:** Why is the officer not in compliance with the In-service Training Requirement  
\_\_\_\_\_  
\_\_\_\_\_

**Remediation:** What steps are being taken to bring the officer into compliance?  
\_\_\_\_\_  
\_\_\_\_\_

**Timelines:** What are the deadlines that are proposed to bring the officer into compliance?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

#      Name: \_\_\_\_\_ Cert#/SSN: \_\_\_\_\_

**Explanation:** Why is the officer not in compliance with the In-service Training Requirement?  
\_\_\_\_\_  
\_\_\_\_\_

**Remediation:** What steps are being taken to bring the officer into compliance ?  
\_\_\_\_\_  
\_\_\_\_\_

**Timelines:** What are the deadlines that are proposed to bring the officer into compliance?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional sheets if necessary)

## 2024 Exception Report Compliance Reporting (Law Enforcement Officer)

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Cert. #:** \_\_\_\_\_

<b>Mandated Training Hours: 29-7-7.1 through 7.7 NMSA 1978; and 10.29.7.8 NMAC (minimum 16.5 hours)</b>					
<b>Course</b>	<b>Date Attended</b>	<b>Hours Mandated</b>	<b>Hours Taken</b>	<b>Instructor(s)</b>	<b>Location/Agency</b>
<i>Tourniquet &amp; Trauma Kit</i>		.5			
<i>Domestic Violence</i>		1			
<i>Child Abuse</i>		2			
<i>Missing Persons &amp; Amber Alert</i>		1			
<i>Ensuring Child Safety</i>		1			
<i>Handling a Crisis</i>		4			
<i>Peer to Peer Intervention</i>		1			
<i>Racial Sensitivity</i>		1			
<i>Stress Management</i>		1			
<i>Use of Force</i>		4			
<b>HOURS:</b>		<b>16.5</b>			

The above listed law enforcement officer previously reported as out of compliance, has been brought into compliance for 2024.

Date

Submitted: \_\_\_\_\_

## 2024 Exception Report Compliance Reporting (Law Enforcement Officer)

Officer achieving compliance with the mandatory 2024 Annual In-Service Training requirements:

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Cert. #:** \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact# \_\_\_\_\_

Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(print name and title)

Contact# \_\_\_\_\_

Email: \_\_\_\_\_

Signature of submitting official: \_\_\_\_\_

Registry Input by:	Acadis® entry by:
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