

MVD Procedural Quick Update

#3

RE: Authorized personnel only behind counters and in break rooms
Effective date: Immediate

Date: July 28, 2006
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the third in a series of "MVD Procedural Quick Updates." These updates deal with specific MVD procedures and practices. Field office managers should consistently distribute updates to all personnel and integrate them into regular information and training sessions.]

Only TRD/MVD employees and related service providers (such as DWI hearing officers and clients, law enforcement personnel on official business, maintenance workers, custodians, etc.) are allowed behind our field office service counters, including employee break rooms. Visitors on official business must be escorted at all times by MVD personnel.

For purposes of employee safety and security at MVD field offices, it is necessary that we not allow friends, family members or any other unauthorized personnel behind the service counters, in employee break rooms, or in any other non-public area.

Volunteers may also be permitted to work behind the counter, but only with prior approval from the Director.

Although this update deals specifically with the field offices, the presence of unauthorized visitors should be a serious concern for managers of all MVD facilities and will be addressed in future updates. We will also be reviewing the issue of when (if ever) it is appropriate and acceptable to have children present in the MVD workplace.

Note: Please refer any comments or questions regarding this Quick Update to Mac Lewis, MVD's Policy and Procedure Manager (mac.lewis@state.nm.us).
