



TAXATION & REVENUE DEPARTMENT
Administrative Manual Origin: *Administrative Services Division*

Title: *Standards of Performance and Conduct*

	Issued Date: 4/19/2000 Effective Date: 4/19/2000 Revised Date: 12/10/2010	Number of Pages: 11
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AUTHORITY:

1. State Personnel Act, NMSA 1978, §§10-9-1, *et seq.*
2. Governmental Conduct Act, NMSA 1978, §§10-16-1, *et seq.*
3. Financial Disclosures Act, NMSA 1978, §§10-16A-1, *et seq.*,
4. Gift Act, NMSA 1978, §§10-16B-1, *et seq.*
5. Tax Administration Act, NMSA 1978, §§7-1-1
6. Property Tax Code, NMSA 1978, §§7-38-1, *et seq.*
7. Motor Vehicle Code, NMSA 1978, §§66-2-1, *et seq.*
8. Federal Hatch Act, 5 U.S.C. § 7321 *et seq.*
9. Federal Driver Privacy and Protection Act, 18 U.S.C. §. 2721, *et seq.*
10. State Personnel Board Rules, 1.7.1 NMAC, *et seq.*
11. Parental Responsibility Act, NMSA 1978, § 40-5A-1, *et seq.*
12. Criminal Offender Employment Act, NMSA 1978, § 28-2-1, *et seq.*

Vision Statement

The Taxation and Revenue Department (the Department) will enhance the quality of life for all New Mexicans by effectively collecting and distributing funds to support schools and state and local government operations and by protecting public safety through effective administration of motor vehicle laws. The Department strives to be professional, fair, consistent and responsive to citizens and respected as an excellent state agency.

Mission Statement

The Department will administer and enforce, with fairness warranting the public's confidence, New Mexico's Taxation and Revenue laws and Motor Vehicle Code through a system that efficiently and securely delivers quality customer services

Values

Accountability: Taking responsibility for our actions and performance.

Professionalism: Demonstrating competence, resourcefulness and the highest standards of conduct.

Integrity: Committing to honest and ethical behavior.

Respect: Honoring diversity, recognizing individual contributions and treating people with courtesy.

Open Communication: Interacting effectively, building cooperative relationships and encouraging creative ideas.

Purpose

The purpose of these standards is to ensure that Department employees' conduct is consistent with the vision, mission and values of the Department.

1.0 General Policy Statements

- 1.1 The policy statements herein supplement the statutes and regulations governing employee conduct. It is each employee's responsibility to comply with all laws, statutes, ordinances, rules, regulations and policies that apply to the Department and its employees.
- 1.2 All TRD policies and State Personnel Board Rules can be accessed via the Department's Intranet site or can be requested from the Human Resource Bureau. All state statutes can be accessed via the Internet at <http://www.newmexico.gov/> or can be requested from Legal Services Bureau.
- 1.3 Employees, who are licensed, registered or certificated members of any profession or occupation having professional or ethical standards shall conduct themselves consistently with such standards.
- 1.4 These standards apply to employees at their regular places of business and while traveling on business.
- 1.5 **Violation of any of these standards of performance and conduct, all applicable municipal, county, state and federal statutes, rules, regulations, policies and applicable professional ethical standards may result in disciplinary action, up to and including dismissal**

2.0 Performance and Conduct Standards

- 2.1 Employees shall maintain their conduct at the highest standards at all times. Employees are expected to conduct themselves in a manner which reflects favorably upon the Department and the State of New Mexico.
- 2.2 Employees shall perform duties as assigned by management and deliver quality work by assigned due dates (or deadlines) with minimal errors. Employees shall follow all established protocols and procedures set out for their particular division.
- 2.3 Employees shall be on time for work and work related meetings, hearings, and appointments.
- 2.4 Employees who are absent without approved leave for three consecutive work days are presumed to have abandoned their jobs. Those who have a record of excessive tardiness or absenteeism, excessive use of sick leave, leave without pay or absence without leave (that is not associated with Family Medical Leave) will be subject to discipline.
- 2.5 Supervisors must exercise good judgment prior to approving leave, including leave without pay, for those employees who are habitually absent or tardy and who have exhausted leave balances. Where appropriate and after consulting with the Department's Human Resource Bureau, supervisors are required to attempt to correct the behavior by imposing progressive discipline.

- 2.6 Employees shall perform all job duties as safely as possible. Employees must report any safety concern to the Loss Control Coordinator as outlined in Department policies.
- 2.7 Employees shall maintain assigned work areas in a clean and orderly fashion.
- 2.8 Employees must obey a directive given by management and shall not undermine, obstruct, or interfere with a management directive. Failure to comply with a directive or to undermine, obstruct, or interfere with a management directive is insubordination. If the directive is perceived by the employee to be illegal, dishonest, or unethical, the employee must immediately inform the Tax Fraud Investigations Division (TFID), or its equivalent, of their concern. Employee insubordination is grounds for disciplinary action up to and including dismissal.
- 2.9 Employees must not be disruptive in the work environment and must treat fellow employees, subordinates, supervisors and customers of the Department professionally, courteously and respectfully.
- 2.10 Employees shall not make statements which are false, slanderous, profane, or malicious about or toward another employee or the Department and shall not make any other statement that may damage the reputation of any employee or the Department.
- 2.11 Employees shall cooperate in all internal investigations. Employees shall provide truthful, complete and accurate information to reasonable inquiries made by supervisors, management, human resources and TFID (or its equivalent).
- 2.12 Employees must not participate in any off-duty conduct that negatively affects their job performance or attendance including but not limited to gambling, tax fraud, domestic violence, alcohol or drug use.
- 2.13 All employees will conduct themselves within the requirements of all state and federal laws, State Personnel Board Rules and TRD policies & procedures. Employees must comply with all laws. If there is a violation of a law that impacts the employee's ability to perform their job duties or affects the employee's suitability to work for this agency, disciplinary action may result. This includes any violation of criminal laws unless prohibited by the Criminal Offenders Employment Act
- 2.14 Supervisory employees shall be held to a higher standard of conduct, performance and accountability in all aspects of their jobs.

3.0 Discrimination, Retaliation and Sexual Harassment Prohibited

- 3.1 The Department provides equal employment opportunities to all employees and applicants for employment without regard to race, age, religion, color national origin, ancestry, sex, physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation, genetic information, or gender identity in accordance with applicable federal, state and local laws. The Department complies with applicable state and local laws governing non-discrimination in employment in every location in which the Department has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
- 3.2 Employees shall not discriminate against other employees or members of the public on the basis of race, age, religion, color national origin,

ancestry, sex, physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation, genetic information, or gender identity.

- 3.3 Employees shall not retaliate against any other employee or member of the public for making complaints alleging discrimination.
- 3.4 Employees shall not sexually harass any other employee or member of the public. Employees must comply with TRD Policy 09-10 or any other Department policy specifically addressing sexual harassment.
- 3.5 Sexual harassment is defined by the EEOC as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

4.0 Drugs and Alcohol

- 4.1 Consumption or use of alcoholic beverages or illegal drugs on the premises or grounds of any state owned or leased facility or in any state owned, leased or rented vehicle is prohibited.
- 4.2 Consuming or using alcoholic beverages or illegal drugs or being under the influence of alcohol or drugs while on duty for the Department is prohibited. "On Duty" means any time during an employee's regular workday or other period during which the employee is required or permitted to work by the employer, including overtime, lunch and other breaks and anytime while operating or riding in a state owned or rented vehicle.
- 4.3 Employees must comply with drug and alcohol testing when required by 1.7.8.11 NMAC. Failure to comply is grounds for disciplinary action, up to and including dismissal.

5.0 Possession of Firearms or Weapons

- 5.1 Possession of firearms or other dangerous weapons by employees in state owned, leased, rented facilities or vehicles is prohibited. The only exception is for on-duty certified law enforcement officers

6.0 Ethics

- 6.1 At no time shall employees process or issue to themselves, household members, or relatives by blood or marriage tax returns, driver's licenses, vehicle titles or registrations. For the purposes of this policy, "relatives by blood or marriage" means spouse, former spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, children, domestic partner's child(ren), son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, uncle, aunt, nephew, niece, aunt's child, uncle's child, great-grandchild, great-grandparent, and parent of a child of the employee. "Household member" is any adult resident of the same household and includes a spouse, common law spouse, adult children, and roommates.
- 6.2 Employees must not accept money, favor, gratuity or other items or services of value except the amount charged by statute or regulation for or related to the performance of their duties for the Department from any taxpayer, customer, firm, corporation or other entity. Employees who

violate this provision will be referred to appropriate authorities and subject to disciplinary action. This prohibition does not apply to the payment by professional organizations of travel and registration fees to meetings of the professional organization of which the employee is a member when payment of the travel and fees and attendance at the meetings are approved by the Division Director.

- 6.3 Employees shall not use their Department position for personal gain. Employees shall use their Department issued badges, identification cards or business cards only for official and authorized Department purposes.
- 6.4 Theft of any Department issued equipment, supplies or documents and theft, embezzlement or conversion of any money or funds collected by or administered by the Department constitute grounds for disciplinary action up to and including termination.
- 6.5 Employees shall not sell products or services to others except as required by their Department job duties while on duty with the Department and unless approved by the Division Director.
- 6.6 The filing of a financial disclosure statement, pursuant to the provisions of the Financial Disclosure Act, Section 10-16A-4, NMSA 1978, may be a condition of entering upon and continuing in state government employment. Any individual who believes he or she has a financial interest that may be affected by his or her official act must furnish the Department Secretary, through his or her division director, with a copy of the Secretary of State's Office "Financial Disclosure Statement" and must furnish the Secretary of State's Office with the original "Financial Disclosure Statement" at the time of employment with the State and every January thereafter.
- 6.7 No employee may examine, audit, collect from, or engage in any other tax administration or enforcement activity regarding a taxpayer who is a relative by blood or marriage, household member, or with whom the employee has a financial, business or close personal relationship. Every employee or agent of the Department is required to advise the Department Secretary, through his or her division director, if the employee discovers or believes that the employee is in a financial, business or close personal relationship with or who is a relative by blood or marriage, household member of, a member of the public or business entity with whom the employee has been directed or requested or is required to interact as part of the employee's duties. The Secretary or his or her designee shall determine whether or not a particular relationship disqualifies the employee or agent from exercising his or her discretion in an official capacity or performing any job duty.
- 6.8 No employee of the Department may purchase or acquire an interest in any property offered for sale due to unpaid taxes. An exception is allowed, however, for employees to purchase property if they owned the property at the time the taxes became delinquent. An employee of the department cannot purchase or acquire an interest in any tangible property offered for public sale under the provisions of the Uniform Unclaimed Property Act as abandoned property.
- 6.9 Employees of the Department may not directly or indirectly bid on or submit proposals in response to an invitation for Bids or Request for Proposals issued by the Department.

7.0 Use of State Equipment & Vehicles

- 7.1 Employees must exercise care, and follow all operating instructions, safety standards and guidelines in the use of state property, vehicles and equipment. Employees should perform or schedule required maintenance as assigned and appropriate.
- 7.2 Employees shall immediately notify a supervisor, within their chain of command, if any type of equipment, machines, computers, tools or vehicles appear to be missing, damaged, defective or in need of repair.
- 7.3 All employees must adhere to the Governor's Executive Order 2003-030 relating to information technology resources. Personal use of state phones including cellular phones, Internet and e-mail should be kept to a strict minimum. Employees who use the Department telephones, Internet or e-mail for any purpose other than Department business will be required to reimburse the Department for any charges resulting from such use and may be required to take annual leave or leave without pay for the time spent on such use. Excessive use of state equipment for any purpose other than Department business will lead to progressive discipline, up to and including dismissal.
- 7.4 Employees shall have no expectation of privacy with respect to office areas, desks, computers, laptops, telephones, vehicles and any navigational equipment such as GPS units or in any records generated by or derived from the use of any equipment. This includes any state equipment that is password protected or locked.
- 7.5 The Department will periodically track the use of telephone, tax and motor vehicle computer programs, Internet and e-mail by an employee without permission from the employee. *Access to tax and motor vehicle computer programs, internet sites and e-mail messages can be traced even after the employee deletes the e-mail, message or site, or logs off of the computer.*
- 7.6 Employees are **strictly prohibited** from using any state equipment, whether on duty or not, such as computers, laptops, phones, fax machines, Internet, copy machines or e-mail systems to participate in, communicate, download, engage in or share pornographic, offensive, or gambling material. Employees are also strictly prohibited from using state equipment to communicate anything that may be construed as harassment or offensive to others based on race, sex, gender, disability, age, religion, national origin or sexual orientation. If employees receive such e-mails or documents they are required to immediately delete such e-mails from their computers and notify the senders that they are not permitted to receive such information. Employees shall not forward such e-mails to any other person. Pornography includes but is not limited to conversations, scenes, or material containing nudity and/or explicit sexual acts or anything of a sexual nature that violates local community standards of decency. Employees who unintentionally access a pornographic site while using the Internet must notify their supervisors immediately.
- 7.7 Employees must ensure the security of department equipment and work areas. Employee shall not reveal their assigned door access codes to any other person, shall not allow any other individual to have access to their building access cards, shall not leave doors open or unlocked and shall

lock up equipment when required. Employees shall not allow non-employees access to department work areas unless authorized by management.

- 7.8 Employees will refrain from and will report any misuse of state owned, leased or rented vehicles and will carefully observe all rules and regulations governing the use of state transportation promulgated by the Governor's office, the General Services Department and the Department of Finance and Administration.
- 7.9 Employees that receive citations in a state owned, leased or rented vehicle must report such citations to their supervisor and shall remain personally responsible to pay for such citations.
- 7.10 Employees must possess a current, valid New Mexico driver's license and must successfully complete a Department approved, nationally certified defensive driving course in order to operate a state owned, leased or rented motor vehicle and to administer a motor vehicle road test. Division Directors must verify the above requirements prior to allowing an employee to drive state vehicles or administer MVD tests.
- 7.11 Employees shall adhere to the Department's Policy No. 030500 [Use of State and Privately Owned Motor Vehicles] and shall meet all defensive driving certification requirements.
- 7.12 No employee may drive a state vehicle if his or her driver's license has expired or has been revoked or suspended. No employee with an interlock license may drive a state vehicle.
- 7.13 Employees whose jobs require them to drive a motor vehicle must immediately inform their division director of a DWI or DUI citation, revocation or suspension of his or her license, including a proposed suspension for noncompliance with child support obligations under the Parental Responsibility Act at Section 40-5A-1, et seq. NMSA 1978, need for ignition interlock, or expiration of the employee's New Mexico driver's license. Upon notification by the employee, the Division Director will ensure that the employee does not drive a state owned, leased or rented vehicle and must inform the Human Resource Bureau, the Department Secretary and the Director of Transportation Services Division with General Services Department of any such occurrences. The employee may be subject to termination if unable to perform job duties because of the loss of a driver's license or requirement of an interlock license.
- 7.14 The Department maintains the right to report an employee who may have a medical condition that prevents them from driving or maintaining a driver's license.

8.0 Falsification of Documents

- 8.1 Employees and job applicants who are selected as finalists shall provide honest, truthful, and accurate information when reporting time, work history, education, driving history, arrests, criminal convictions, and training. Falsification of employment records or timesheets by employees or knowing approval of timesheets by supervisors that are false are grounds for disciplinary action, up to and including dismissal, regardless of the length of employment when the falsification is discovered. Employment records include but are not limited to state

applications, resumes, transcripts, professional or occupational licensing, the Department's Interview guide, and hiring documents.

- 8.2 Employees shall not create or issue any driver's licenses, vehicle titles, tax documents, human resources related paperwork or other Department documents or transactions without the proper documentation or without following proper procedures, policies and protocols of the Department.

9.0 Filing and Payment of Taxes and Fees; Drivers' Licenses and Registrations; Mandatory Financial Responsibility

- 9.1 Employees shall comply with all laws that the Department enforces in the conduct of their personal and business affairs.
- 9.2 Employees of the Department shall timely file and pay all state taxes owed by that employee or spouse (or former spouse if due when married). This does not preclude any employee from seeking valid extensions of time to file any required return or from protesting the applicability of any tax. The department will periodically review all employees' and their spouses' tax records to assure that all tax returns are timely filed and taxes are timely paid.
- 9.3 Vehicle registration or re-registration and mandatory financial responsibility shall be current, when required, on all vehicles titled in the name of the employee or spouse. New Mexico driver's licenses shall be valid and renewed within the statutory renewal period if the position of the employee requires such.

10.0 Standard of Service to our clients and the public

- 10.1 Employees must treat all customers, both internal and external, whether by telephone, letter, facsimile, e-mail or in person professionally, courteously and expeditiously at all times.
- 10.2 If a customer is abusive or threatening to an employee by phone or e-mail, the employee should courteously end the conversation and report the incident to his or her immediate supervisor. If the customer is physically threatening to an employee in person, immediately contact supervisor and security or 911 for assistance.
- 10.3 Employees must use the following process or their division's process in handling telephone inquiries:
- 10.3.1 Identify the Department and yourself.
 - 10.3.2 Identify the problem or question.
 - 10.3.3 Obtain as much information as possible about the nature of the inquiry.
 - 10.3.4 Provide a response or an appropriate contact person and work number. Before transferring the call, obtain the caller's name and phone number so that he or she can be contacted if the call is disconnected.
 - 10.3.5 If additional research is needed to identify the proper employee or section for handling the inquiry or to resolve the caller's problem, estimate the time required and tell the caller when to expect the return call.
 - 10.3.6 If you are responsible for researching and answering a customer's inquiry, do so quickly and thoroughly. If the customer has been told to expect a response at a certain time,

respond at that time, even if you have not completed the research. The department's goal is to be as responsive as possible in a timely fashion.

11.0 Media and Other Inquiries

- 11.1 All telephone or e-mail inquiries or any other contact from the news media shall be referred directly to the Department's Public Information Officer, who is located in the Office of the Secretary.
- 11.2 Employees shall not disclose or discuss Department affairs or information on behalf of the Department with the media, unless he or she has been directed to do so by the Public Information Officer.
- 11.3 All public document or records requests must be processed through the IPRA (Inspections of Public Records Act) Coordinator or IPRA Records Custodian. All such requests must be immediately referred to the IPRA Coordinator or Records Custodian so that statutory requirements are met.
- 11.4 Employees shall not be at the State Capitol during legislative sessions or interim committee meetings unless they are representing the Department as part of their job duties or they are using pre-approved leave.
- 11.5 Employees must refer any inquiries for information concerning draft legislation or introduced bills to the Department's designated legislative staff. Each employee should note the name of the requester, nature of the request and how to contact the requester. The employee may also inform the requester that it is Department policy that such requests must be handled by the Department's legislative staff. No work is to be performed on the request unless the employee is directed to do so by the legislative staff or his or her Division Director.

12.0 Outside Employment

- 12.1 Employees of the Department, whose job permits the exercise of discretion with respect to any member of the public shall not accept employment or engage in self-employment (with or without compensation) outside the Department of a nature that may conflict with the performance of the employee's Department employment. For instance, no employee involved in auditing, administering or collecting taxes within the Department may prepare any tax return that is required to be filed with the Department or the Internal Revenue Service, other than his or her own return or that of an immediate family or household member. "Immediate family or household member" is any adult resident of the same household and includes a spouse, common law spouse, adult children, adult relatives, and roommates. The employee that is enrolled in tax preparation courses that require them to prepare tax returns as part of the course work are allowed to do so with approval from their Division Director on their own time.
- 12.2 Policy 12.1 applies even when employees are on leave.
- 12.3 Employees of the Department whose jobs do not permit the exercise of discretion may engage in outside employment similar to the work they perform for the Department. Thus, for example, an employee performing key entry services for the Department may perform key entry services for an outside employer.

- 12.4 Employees may accept outside employment in an area that is not related to their Department employment. For example, an attorney may be a disk jockey.
- 12.5 No Department employee may engage in outside employment of any nature which will require, permit or demand distraction from or interference with that employee's regular employment with the Department.
- 12.6 Employees must notify and seek approval from their Division Director in writing, prior to taking on any outside employment and if applicable must also complete a "Financial Disclosure Statement".

13.0 Disclosure, Use and Access to Confidential or Official Information

- 13.1 Employees must comply with NMSA 1978, Sections 7-1-8 through 7-1-8.10, 7-38-4, 66-2-7.1 and 18 U.S.C. § 2721-2725. Employees shall not disclose or misuse confidential or proprietary information belonging to the Department or its customers. Employees shall not reveal to another individual, including other employees, any information which they are prohibited by law from revealing pursuant to the provisions of any statute related to the Department. Violation of the confidentiality statutes is a misdemeanor; employees may be barred from state employment for five years after conviction.
- 13.2 Employees are authorized to release confidential information about a taxpayer or customer of the Department only to the customer himself or herself or to the customer's "authorized representative" who has written authorization to receive such information. Department personnel may contact a customer to ascertain whether a particular authorization is valid.
- 13.3 Employees shall not view, inspect, review, access or use any departmental information, including motor vehicle, driver, tax, human resource or personal information, for any purpose other than when required by the employee's official Department duties. Employees shall not view, inspect, review, access, or use a taxpayer's return or return information, any driver's license information, or any motor vehicle information or human resource records to find out any information about a an employee, taxpayer, driver, or vehicle owner for personal information, curiosity or benefit. Employees shall not **for any purpose** view, inspect, review, access or use their own tax information, returns or return information and shall not **for any purpose** view, inspect, review, access or use tax information, returns or return information for any relative by blood or marriage or household member as defined in Section 6.1 above, or any person with whom the employee has a close business or personal relationship, except that employees may access tax information available to the public through the Department's web applications during non-working hours. This provision does not prohibit employees from retaining and using copies of their own tax returns for personal or business purposes so long as the returns are not copied by the employee from the Department's non-public computer systems.
- 13.4 Taxpayers, customers or their representatives should be discouraged from inspection of files in person. They should be directed to request, in writing, photocopies of the required information and they should be

advised that a reasonable charge for time and materials may be imposed by the Department and billed to the taxpayer or customer.

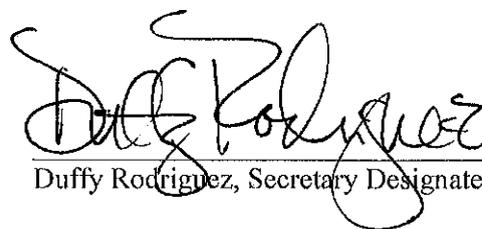
- 13.5 Human Resource records of employees may be reviewed in person by the employee, supervisor or hiring supervisor. Any copies requested by the employee will be subject to a reasonable charge for time and materials.
- 13.6 Employees served with a subpoena, summons, notice of deposition or other legal order related to their employment with the Department must contact the Department's Legal Services Bureau immediately and shall not disclose or produce any records of the Department in response to a subpoena, summons, notice of deposition, or court order without Legal Services Bureau's approval.
- 13.7 Employees must be familiar with and comply with the statutes in the Tax Administration Act, the Property Tax Code, the Motor Vehicle Code, HIPAA, FMLA, ADA, ERISA, IPRA, the Gift Act and other legislation that is applicable to their jobs. Employees must seek assistance from their immediate supervisors or through their chain of command if they need clarification of any statute or regulation.

14.0 Political Activities

- 14.1 Employees are prohibited from engaging in political activities while on duty. This is to include but not limited to: hanging up political advertisements, wearing buttons or stickers and passing out political petitions for signatures or political endorsements.
- 14.2 Employees are prohibited from being an officer of a political organization.
- 14.3 Employees are prohibited from using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office or for any other political purpose.
- 14.4 Supervisors are prohibited from requiring employees to contribute time or money for any political cause as a means of continued employment or promotion.

15.0 APPROVAL

15.1 Approved by:


Duffy Rodriguez, Secretary Designate

12/10/10
Date:

REFERENCE SHEET

http://trd_intra	TRD policies
http://www.generalservices.state.nm.us/index.html	Vehicle information
http://www.spo.state.nm.us/	State Personnel
Policies	
http://www.pera.state.nm.us/	Retirement
Information	
http://www.dol.gov/	Department of Labor
http://www.legis.state.nm.us	State Statues
http://www.eeoc.gov/	Federal EEOC
http://www.tax.newmexico.gov	Tax Information
http://www.nmdfa.state.nm.us/	Dept. of Finance &
Admin.	
http://www.governor.state.nm.us	Governor's Executive
Orders	
http://www.nmcpr.state.nm.us/	Commission of Public
Records	
http://www.sos.state.nm.us/	Secretary of State
http://www.sos.state.nm.us/pdf/GiftAct.pdf	Gift Act
http://www.dws.state.nm.us/	Dept. of Workforce
Solutions	
http://www.dol.gov/whd/index.htm	DOL- Wage & Hour
http://www.dws.state.nm.us/dws-humanrights.html	NM Human Rights
http://www.nmcpr.state.nm.us/nmac/parts/title01/01.005.0003.htm	
General Government Administration, public property management, Administration & use of state vehicles	
Request for Public Information: Legal Bureau	
Loss Control Coordinator:	Patricia Jauregui 795-1600
ADA Coordinator:	Patricia Jauregui 795-1600
ADR Coordinator:	Kiran Bhakta 827-0329