

MVD Procedural Quick Update

#44

RE: Office Closings – State Field Offices
Effective date: Immediate

Date: October 11, 2007
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This is the latest in a series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

Effective immediately, state field office managers must provide advance notice of all planned office closures to their local-area newspapers and radio stations. Notice of any emergency closures must be provided immediately or as soon as possible given the nature of the emergency.

State MVD offices are authorized to close for up to two hours per month for staff meetings and training. All other closings require explicit Directors Office approval. If a state field office manager thinks closure is appropriate and necessary (due for example to inclement weather, environmental emergencies, short staffing, etc.), the manager must contact the appropriate Bureau Chief or Deputy Director or, if neither is available, the MVD Director.

State field office managers should maintain a list of newspaper and radio station contacts in their local area, including telephone and fax numbers and email addresses. Office managers are strongly encouraged, though not required, to provide notice of all closures in writing, by fax or email, using such forms and/or procedures as may be directed by the newspapers and radio stations. Notice should be provided at least three days in advance of any planned closure, and immediately, or as soon as possible, in the case of any emergency closure.

Notice of all closures, whether planned or emergency, must also be provided to the appropriate Bureau Chief, the Santa Fe Call Center (Adam Diamond), the Deputy Director for Field Operations (Raul Alvarez), and TRD's Public Information Officer (David Harwell).

Q: Are state field office managers required to notify newspapers, radio stations and the TRD-MVD personnel listed above even if the closure is only for a regular two-hour monthly staff meeting?

A: Yes.

Q: Does this PQU also apply to county-municipal and private retail offices?

A: Compliance with the notification procedures described here is only required of state MVD offices. However, compliance with these or similar procedures is strongly recommended for all MVD offices that serve the public, including county-municipal and private retail offices.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs, with cc to mac.lewis@state.nm.us. Others are encouraged to direct comments or questions directly to Mac Lewis, MVD Policy and Procedure Manager, at mac.lewis@state.nm.us.
