



**CHAPTER 1: ADMINISTRATION AND MANAGEMENT**  
**SUBJECT: 112 SCHOLARSHIP PROCEDURES**  
**SUPERSEDES: 06-05-17**  
**DATE: 06-04-18**

**PURPOSE:**

The Otero County Prison Facility will establish a policy which outlines the granting of high school scholarship awards to graduates of public high schools in Otero County, New Mexico.

**AUTHORITY:**

Contract between the United States Marshals Service and the County of Otero, New Mexico dated October 1, 2003. Contract between the County of Otero, New Mexico and Management and Training Corporation dated October 10, 2003. Contract between the State of New Mexico and the County of Otero, New Mexico dated January 4, 2013.

**ACA Reference:** Standard 4-ALDF-7F-03

**PROCEDURE:**

The Otero County Prison Facility will award the following Twelve (12) High School Scholarships in Otero County:

**High School**

Mescalero	2 x \$1,000.00	=	\$2,000.00
Alamogordo High School	2 x \$1,000.00	=	\$2,000.00
Academy Del Sol High School	2 x \$ 500.00	=	\$1,000.00
Cloudcroft High School	2 x \$1,000.00	=	\$2,000.00
Tularosa High School	2 x \$1,000.00	=	\$2,000.00
Chaparral High School	2 x \$1,000.00	=	\$2,000.00

**APPLICATION:**

Application forms and informational material will be distributed to counselors at each Otero County High School.

Students must submit a completed application for a scholarship to the high school principal or counselor by designated date.

Principals or counselors will screen applications, select the most qualified students and submit the applications to the Otero County Prison Facility no later than March 1, 2019.

**ELIGIBILITY:**

The following eligibility criteria will be used for initial screening of scholarship applications.

1. Student must be graduating from a public high school.
2. Student must rank in the top fifty percent (50%) of his/her high school graduating class as determined by an official ranking at the end of their senior year.
3. Student must be a United States Citizen.
4. Student must be a permanent resident of the United States.
5. Student must have maintained a "C" average.

**SELECTION COMMITTEE:**

The Warden and the Otero County Commissioners choose the scholarship recipients.

**PRESENTATION OF SCHOLARSHIPS:**

Scholarships will be awarded approximately two (2) weeks before each respective high school holds their commencement ceremony. Scholarship recipients will receive the following instructions in writing:

- Recipients must enroll in a higher learning institution and submit proof of enrollment to the Facility's Business Manager.
- Award payment will be paid directly to the higher learning institution with the Warden's approval.
- Recipients have one (1) year from the date of award to utilize the scholarship award. If the recipient does not utilize the award within the one (1) year, the award will remain in the facility's budgetary fund.

Otero County Prison Facility representatives will make scholarship presentations at respective high school commencement ceremonies.

**REVIEW:** This policy will be reviewed annually by the Warden.

**APPLICABILITY:** All Staff

**ATTACHMENTS:** 1

Approval:   
Warden

Date: 6/4/18



