

City of Roswell, NM

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Roswell, New Mexico USA 88202-1838
(575) 637-6268
Fax: (575) 624-6927

July 1, 2010

Police Recruit (10-069)

INFORMATION PACKAGE

Dear Applicant:

Thank you for your interest in employment with the City of Roswell Police Department. Please review carefully all the information provided. In order to be considered for employment with the Roswell Police Department, you must return the application packet on or before July 30, 2010. Materials returned by mail must be postmarked on or before July 30, 2010 and mailed to the address above, Attn: Human Resources. No FAX or e-mail copies will be allowed, applications must have your original signatures.

The following information contained in the application packet must be completed and returned to the Human Resources Office as part of the application.

1. *Application for Employment.* Complete pages 1 through 4 and page A as directed.
2. City of Roswell "*Pre-Employment Release and Waiver*" form.
3. *Physical Fitness Release and Consent Form.* Must be completed and signed by the applicant.

Also enclosed with the application packet is an Employment Information sheet on the City of Roswell Police Department, the Employment Procedure for the City of Roswell, Physical Fitness Demonstration Standards information and the Job Description. You may retain this information for your own personal records.

The City of Roswell will have two processes for Police Officer following the application deadline. One is for lateral transfer (New Mexico Certified Law Enforcement Officers) applicants and one for Police Recruit applicants. Salaries for lateral transfer applicants will be based on the years of experience.

During the application process, application packets will be reviewed by the Police Hiring Committee on a regular basis throughout the year. Enclosed are details of the pre-employment testing procedures. Upon receipt of the application and waiver form the Police Department will conduct a driver's license and basic criminal history check. Upon successful completion of the basic background checks, applicants will be notified of the pre-offer, pre-employment testing date.

Upon completion of the pre-employment testing, those passing the physical fitness demonstration and written test will be provided with a supplemental package to complete. Upon return of the supplemental package applicants will be scheduled for interviews. Following the interviews, a formal background check will be completed. Typically, the Roswell Police Department has a non-certified eligibility list and a lateral transfer certified officer eligibility list. Vacancies are filled from these lists. Prior to employment, a candidate will be required to pass a pre-employment polygraph examination, a pre-employment psychological evaluation and a pre-employment physical examination. If the applicant is hired he will be required to pass a post-employment drug screen and Law Enforcement Academy physical examination prior to entrance into the Law Enforcement Academy.

Applicants must travel at their own expense for the employment process. If you have any questions regarding the Roswell Police Department employment process, you may contact Mrs. Hunter at (575) 624-6700, ext. 269 or Police Chief Robert H. Smith at (575) 624-6770.

Sincerely,

Stacye L. Hunter
Human Resources Director

Robert H. Smith
Police Chief

Enclosures

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CITY OF ROSWELL, NM
EMPLOYMENT INFORMATION

POLICE RECRUIT

GENERAL

The following is a brief explanation of the City of Roswell Police Department (RPD) employment information and the City of Roswell benefits. This is not intended to be a complete explanation nor is it to be considered a contract regarding such employment and benefits.

SALARY INFORMATION

The RPD hires non-certified Police Recruits and certified Police Officers. The starting base salary for a non-certified Police Recruit is \$15.5260 per hour (\$32,294.08 per year). Upon certification as Law Enforcement Officers by the State of New Mexico a Police Recruit will promote to Police Officer at \$16.3025 per hour (\$33,909.20 per year).

WORKING CONDITIONS

The RPD works on various shift rotations. Police Officers also receive compensation for court time and training outside of normal duty hours.

UNIFORMS

The RPD provides its officers with an initial set of uniforms and, after 18 months of continuous service, a uniform allowance of \$800.00 per year. Thereafter, equipment provided includes a baton, handcuffs, ballistics vest and a raincoat. All other equipment must be provided by the Police Officer/Police Recruit and must meet RPD regulations.

TRAINING

Non-certified applicants who are accepted for employment with the RPD will be sent to the New Mexico Law Enforcement Academy in Santa Fe for certification in a sixteen week course. The non-certified officer must be certified within one year of the date of hire.

Applicants who are certified in another state may be considered for the abbreviated certification process at the New Mexico Law Enforcement Academy in Santa Fe.

Employees who are hired and who attend the New Mexico Law Enforcement Academy do so at the expense of the City of Roswell and are paid while at the academy.

BENEFITS INFORMATION

The benefit package the City of Roswell provides for its employees amounts to approximately 35% of payroll — for every dollar of salary paid to an employee, the City pays an additional thirty-five cents in benefits. The benefits package is subject to change as the City deems necessary.

HEALTH INSURANCE (Voluntary)

Health insurance coverage is provided by various companies as indicated in the State of New Mexico, Risk Management guidelines. The employees cost for the insurance premium depends on the health plan selected, the employee's premium cost will be as follows:

Company	Employee Only	Employee +Spouse	Employee + Child	Family
Presbyterian	\$40.00	\$75.00	\$65.00	\$100.00
Lovelace	\$40.00	\$75.00	\$65.00	\$100.00
Blue Cross/Blue Shield	\$100.96	\$212.17	\$150.36	\$279.84
United Health Care	\$100.96	\$212.17	\$150.36	\$279.84

Employees may choose to enroll **eligible** dependents which includes lawful spouse and/or unmarried natural, adopted or stepchildren children through their 25th birthday. Extended family members are not eligible under any circumstances. The employee and dependents are provided a medical card and prescription cards which can be used at participating pharmacies. The amount of co-pays for doctors visits and other medical services depends on the health plan selected. The employees coverage will be in effect the first of the month following the completion of 30 days of employment. A more complete explanation of coverages is available from the Human Resources Insurance Clerk at the City Hall Insurance Office

LIFE INSURANCE

Life Insurance is provided for the employee through the State of New Mexico.

DENTAL INSURANCE (Voluntary)

This is a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

VISION INSURANCE (Voluntary)

This is also a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

FLEXIBLE SPENDING ACCOUNTS (Voluntary)

Premium Only Plan (POP): This plan is of no cost to employees and allows them to pay insurance premiums (health, dental, vision) on a pre-tax basis. Employees will automatically be enrolled in this plan unless a waiver is signed.

Medical Reimbursement. This allows employees to set aside monies on a pre-tax dollar basis for any out of pocket medical expenses such as doctor visit co-pays, prescription co-pays, dental and vision deductibles etc. The minimum employees can set aside is \$5.00 per pay period to a

maximum of \$92.00 per pay period. This benefit runs from calendar year to calendar year and employees must enroll each year that employees wish to participate.

Dependent Care. This also allows employees to set aside monies on a pre-tax dollar basis for dependent child care. This allows employees to set aside \$5,000.00 yearly if employees are single or married filing jointly **or** \$2,500.00 if employees are married filing separately. This plan replaces the year-end tax credit for which employees would normally be entitled.

The Flexible Spending Accounts benefits will save employees the taxes on money employees set aside for expenses. The Medical Reimbursement and the Dependent Care Accounts are administered by Hunt, Dupree, Rhine & Associates. Employees simply submit a claim form for reimbursement. A more complete brochure can be obtained from the Human Resources Insurance Clerk at the City Hall Insurance Office.

RETIREMENT

The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees must be a member of PERA as a condition of employment.

Police personnel contribute 16.3% of their salary for retirement and the City contributes 18.5%. Police members may retire with 20 years of service at any age. Retirement benefits are calculated at 3.5% of final average salary times years of credited service with a maximum retirement benefit of 80% of final average salary which is reached with 22 years and 11 months of service.

An employee who terminates his employment prior to retirement may request and receive a refund of the amount he has paid to PERA plus interest earned. An employee may also roll-over his account to an IRA or leave the money in PERA and retain the retirement points earned.

ANNUAL LEAVE

Annual leave begins to accrue on the first of the month following 30 days from the date of hire but cannot be utilized until after satisfactory completion of the initial probation period, which is one year. Accrual rate for full-time employees is based on years of service as follows:

1 - 60 months of service	6.66 hours per month (80 hours per year)
61 - 180 months of service	10.0 hours per month (120 hours per year)
181 or over months of service	13.33 hours per month (160 hours per year)

The maximum amount of annual leave which may be carried over from one calendar year into the next is 200 hours.

SICK LEAVE

Sick leave begins to accrue on the first of the month following 30 days from the date of hire. Sick leave accrues at the rate of 8 hours per month. There is no maximum number of hours which may be accrued. Sick leave has no other value and may not be converted to annual leave nor may it be sold back to the City.

HOLIDAYS

The City of Roswell observes eight holidays per year as follows:

New Year's Day	January 1
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Thanksgiving Holiday	Friday following Thanksgiving
Christmas Day	December 25

A holiday which falls on a Saturday will be observed on the preceding Friday and a holiday which falls on a Sunday will be observed on the following Monday.

PERSONAL LEAVE

An employee who has completed a full calendar year of employment receives one (1) shift paid personal leave per calendar year.

CREDIT UNION

City employees are eligible to become members of the Otero Federal Credit Union for checking and savings accounts, loans and other banking needs.

DEFERRED COMPENSATION

City employees may participate in the deferred compensation program through the Nationwide Retirement Solutions as a supplement to PERA retirement.

LONGEVITY

Full-time employees who complete three years of continuous service with the City receive longevity pay effective on the pay period closest to the third anniversary. Longevity is \$5.00 per month for each year of service beginning with \$15.00 per month at the third anniversary. The amount of longevity increases annually thereafter.

DIRECT DEPOSIT PROGRAM

City employees may participate in a direct deposit program.

CITY OF ROSWELL, NM
EMPLOYMENT PROCEDURE

POLICE RECRUIT

GENERAL

The City of Roswell Human Resources Department and Police Department have adopted the following employment procedures effective April 25, 1994. This information is subject to change.

APPLICATION PROCESS

A selection process is normally conducted as deemed necessary by the Police Department. Job seekers, from out of town, who are interested in employment with the Roswell Police Department (RPD) may download the application package on-line at <www.roswell-nm.gov> or, if needed, call the Human Resources department and application will be mailed.

APPLICATION PROCESS PROCEDURE

1. Application Packet. The forms in the application packet and the application form must be completed in its entirety and returned to the Human Resources Department by the application deadline. Failure to present all documents as required in the cover letter will result in the candidate being disqualified from further consideration.
2. Driver's License/Criminal History Check. The application packets will be sent to the RPD for driver's license and basic criminal history checks. Applicants who meet the requirements will be notified of the pre-employment testing date. If selected, an independent driver's license check will be conducted.
3. Pre-Employment Testing. The pre-employment testing consists of a physical fitness demonstration and a written test. The physical fitness demonstration is based upon the requirements of the New Mexico Law Enforcement Academy and information on the requirements is included in the application information packet. Applicants who successfully complete the physical fitness demonstration will proceed to the written exam.

The written exam is a multiple choice exam. Materials necessary for the examination will be supplied. The exams will be scored immediately following completion of the exam. Please note that food, drinks, calculators and other personal belongings will not be allowed in the exam room. Also, beepers and/or cell phones must be turned off. Upon successful completion of the testing the applicant will be provided with a supplemental application package as indicated below.

4. Supplemental Application Package. This package must be completed in full and returned to the Police Department.
5. Interviews. Applicants who successfully complete the written test will be scheduled for oral interviews with the Police Hiring Committee. Out-of-town applicants will be interviewed first, beginning in the afternoon following the written test. Other applicants will be scheduled for an interview which will take place within two weeks of the testing date.

6. Ranking of Candidates/Eligibility Lists. The application packet, physical fitness demonstration information, written test score and oral interview scores will be reviewed by the Police Hiring Committee for eligibility ranking. The RPD typically has a certified eligibility list and a non-certified eligibility list. As openings become available, the selected applicant(s) will continue through the application process.
7. Background Investigation. When the applicant's name comes up on the eligibility list, the background investigation will commence. An applicant whose background investigation is rated unsatisfactory will be disqualified from further consideration.
8. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will prepare the appropriate paperwork. When approved, they will offer the individual the position of Police Recruit contingent upon the person passing the pre-employment polygraph, psychological and physical examinations.
9. Final Offer of Employment. A final offer of employment will be made by the Human Resources Department following satisfactory completion of all portions of the application process.
10. New Mexico Law Enforcement Academy (LEA) Exam. After the non-New Mexico Certified candidate has been employed, and is not certified by the State of New Mexico, he will be required to undergo an LEA physical examination prior to being sent to the academy. These exams will be conducted by a City-designated physician and will include:
 - a. Lab Work/Drug Screen:
 - Blood Chemistry (Chem 20 or equivalent)
 - Complete Blood Count (CBC)
 - Complete Urinalysis (not Dipstick)
 - Serology (RPR or equivalent)
 - Tuberculosis (Mantoux)
 - Electrocardiogram (ECG) (Resting)
 - Chest X-Ray (CXR) if Tuberculosis test is positive
 - Drug Screen (THC, Cocaine, Amphetamines, Opiates, Barbiturates, Methadone, Methacholine, Phencyclidine, Propoxyphene, Benzodiazepines, Alcohol, Anabolic Steroids)
 - b. Physical exam interview by an City designated physician.
11. Expiration of Eligibility. The eligibility lists will be maintained for a period of six months from the date of review and ranking by the Police Hiring Committee. Dates may vary depending upon the processing dates.
12. Disqualification Provisions. An applicant who is disqualified during any portion of the application process is eligible to participate in the next application process.

CITY OF ROSWELL, NM

PRE-EMPLOYMENT RELEASE AND WAIVER

I hereby authorize any authorized representative of the City of Roswell bearing this release or a copy thereof to obtain information contained in any file, Motor Vehicle Record (MVR), computer bank, or other compilation system relating to former employment, educational, or criminal history information matters. This waiver extends to any and all information possessed by an educational institution or former employers. It also extends to any and all information possessed by local, state, or federal law enforcement agency which retains criminal history information. It extends also to any and all information compiled in the internal affairs or disciplinary records of any law enforcement agency wherein I have been accused of misconduct, whether sustained or not.

I understand that if I am hired for the position for which I am applying this release is good for the term of my employment with the City of Roswell.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Roswell.

Consent is granted for the City of Roswell to furnish the information described above to third parties in the course of fulfilling its official responsibilities. A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile contains a copy of my signature.

I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, former employer of any capacity, law enforcement agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates resulting from the authorized release of information or attempted release of such information, pursuant to the terms of this release and waiver.

Printed name of applicant

Signature of applicant

Date

State of _____
County of _____

Subscribed and sworn to before me this _____ day of _____, 20____,

by _____.

Notary Public

My Commission Expires:

**RETURN TO THE CITY HUMAN RESOURCES DEPARTMENT SIGNED BY
YOURSELF AND A NOTARY PUBLIC**

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CITY OF ROSWELL, NM
PHYSICAL FITNESS RELEASE AND CONSENT FORM

POLICE RECRUIT

Note: This form must be completed and signed by the applicant and submitted with the application. Failure to return this signed form will be cause for the package not to be considered by the Police Hiring Committee.

APPLICANT

As an applicant for employment with the City of Roswell Police Department, I hereby acknowledge that I am required to undergo the physical fitness demonstration listed on the attachment in this application package.

I hereby state that I am of good health and have no medical conditions that this demonstration would aggravate. I specifically release the City of Roswell from any and all claims that I may have or that may be made on my behalf or by other persons claiming by or through myself by reasons of injuries or harm that may result to me from participating in this demonstration. I understand that I may withdraw from participation in this demonstration at any time I so desire.

This agreement shall be binding upon all my heirs and assignees, both present and future.

I certify that I have read and do understand, all the conditions contained in this release and consent form and do hereby willingly and knowingly affix my signature.

APPLICANT:

Name (Print or Type)

Signature

Date

SIGNATURE - WITNESS:

Name (Print or Type)

Signature

Date

**COMPLETE & RETURN WITH THE APPLICATION WITH YOUR
SIGNATURE AND A WITNESS SIGNATURE**

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CITY OF ROSWELL, NM
PHYSICAL FITNESS DEMONSTRATION STANDARDS

POLICE RECRUIT

Prior to entering a basic Police Training Program at the New Mexico Law Enforcement Academy, you must demonstrate a minimum fitness level as measured by the following battery of five tests. These tests are based upon the New Mexico Law Enforcement Academy standards and the 40th percentile as established by the Cooper Institute. A standard protocol is explained for each test. The minimum standards for the pre-employment physical fitness test will be equivalent to the appropriate age and gender category as noted in each testing procedure. In order to participate in these pre-employment testing procedures, you must submit the completed "Physical Fitness Release and Consent Form" with the application.

#1 Aerobic Power

1.5 mile run

Age	Male	Female
20-29	13:09	15:45
30-39	13:33	16:36
40-49	14:30	17:51
50-59	15:54	19:50
60 +	17:59	21:35

#2 Anaerobic Power

300 Meter Run

	Male	Female
20-29	59.0	61.0
30-39	58.9	71.0
40-49	72.0	79.0
50-59	83.2	94.0
60+	83.2	94.0

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles and 300 meters; testing forms to record data.

1. The applicant should refrain from smoking, chewing tobacco or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and proper warm-up exercises.
3. During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out and recorded later.

4. An important consideration at the end of the runs is the "cool down" period. The applicants should be cautioned about not sitting or standing stationary immediately after the run to prevent venous pooling. They should be instructed to walk at least an additional five minutes to enhance venous return and aid and assist in recovery.
5. The applicant should remember to properly stretch before and after each exercise to help prevent any injuries.

#3 Upper Body Strength

1 minute maximum number push-ups

Age	Male	Female
20-29	29	23
30-39	24	19
40-49	18	13
50-59	13	12
60 +	10	5

1. The hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicants chest (unless a male is testing a female).
2. Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower their body to the floor until the chest touches the administrator's fist. Applicant then returns to the up position. Any resting should be done in the up position.
3. The modified push-up (for females only) is performed on the hands and knees with the back straight and hands slightly ahead of the shoulders in the up position.

#4 Muscular Endurance

1 minute maximum number sit-ups

Age	Male	Female
20-29	38	32
30-39	35	25
40-49	29	20
50-59	24	14
60 +	19	6

1. The applicant starts by lying on their back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head.
2. A partner holds the feet down firmly.
3. In the up position, the applicant should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position.

#5 Flexibility

Sit & Reach - Inches

Age	Male	Female
20-29	16.5	19.3
30-39	15.5	18.3
40-49	14.3	17.3
50-59	13.3	16.8
60 +	12.5	15.5

Equipment: box, yardstick on box with 15" mark at edge.

1. The applicant should warm up.
2. The shoes must be removed.
3. The applicant is seated on the floor. The feet are placed securely against the box with the feet no wider than eight inches apart.
4. The knees remain extended throughout the test.
5. The hands are placed exactly together, one hand on top of the other, fingers extended.
6. The yardstick is set on the box so that the 15" mark is flush with the edge of the box.
7. The applicant leans forward without lunging or bobbing and reaches as far down the yardstick as possible. The hands must stay together and even.
8. Record the reach to the nearest 1/4 inch.
9. Three trials are allowed; the best of the three is recorded.
Exhaling on the reach is recommended.

#6 Upper Body Strength

1 repetition maximum bench press

Age	Male	Female
20-29	.99	.59
30-39	.88	.53
40-49	.80	.50
50-59	.71	.44
60 +	.66	.43

#7 Lower Body Strength

1 repetition maximum leg press

Age	Male	Female
20-29	1.83	1.37
30-39	1.65	1.21
40-49	1.57	1.13
50-59	1.46	.99
60 +	1.38	.93

Ratio - $\frac{\text{weight pushed in lbs.}}{\text{body weight in lbs.}}$

If test results are to be compared with the Institute for Aerobics Research norms, Universal Gym DVR Bench Press and Leg Press equipment must be used for assessment. Results cannot be equated with free weights or other types of machines.

1. Estimate the weight that an applicant can press in one maximum effort.
2. For the bench press, load the weights to about one half of the estimated maximum weight (OR male — 2.3 body weight; female — first or second plate.)
3. Instruct the applicant to press this weight once for an easy warm-up.
4. Progressively increase the resistance until the weight stack can no longer be lifted. The first two or three trials serve as a warm-up lift to prepare the applicant for a maximal lift on the fifth or sixth trial.
5. Record the numbers on the left side of the weight stack for the leg press; record the numbers on the right side of the stack for the bench press.

CITY OF ROSWELL

EOE

POSITION OPENING #10-069

POSITION: Police Recruit	DEPARTMENT: Police
WORK SCHEDULE: Hours will vary according to schedule to include nights, weekends and holidays.	
SALARY RANGE: \$15.5260 per hour	STATUS: Regular Full-Time
OPENING DATE: July 1, 2010	DEADLINE TO RETURN APPLICATION: July 30, 2010

POLICE RECRUIT

Definition and Distinguishing Characteristics

This is entry-level, general duty, police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention of juvenile and adult crime, apprehension of law violators, direction of traffic, general enforcement of laws and ordinances and preliminary and follow-up investigation of crimes.

Work is performed in accordance with departmental rules and regulations and upon specific oral and written instructions from a superior. While many decisions are limited by established procedure, independent judgment, usually based on precedent, must be exercised in the handling of specific cases. Some of the work actions are final and represent the last level of responsibility, but many are reviewed or reconsidered internally or by the judicial system before being considered final. The work requires knowledges that are to be learned on-the-job both through a formal training program and also with substantial supervisory participation. After training, work is performed without direct supervision; however, advice and guidance from a superior officer is usually available on non-routine matters. Work assignments and special instructions are received from a superior officer who reviews work methods and results through examination of reports, on-the-job observation, personal inspection, and discussion of work problems. Work involves considerable public contact, with both the general public and law violators in both adversary and non-adversary situations. Work involves a significant element of personal danger.

Typical Examples of Work Performed

Patrols an assigned area, on foot or in non-motorized or motorized vehicle, for the purpose of preventing and discovering crimes and enforcing all applicable laws and ordinances, including traffic and parking regulations.

Responds to calls for service as dispatched; provides necessary assistance to the general public, taking appropriate enforcement action when necessary.

Makes arrests upon observation of law violations, transports prisoners to detention facility for booking.

Conducts preliminary investigations of crimes including administering first aid, locating and obtaining information from witnesses and victims, and preparing report of findings and action taken.

Prepares reports on enforcement and other action taken for record-keeping purposes and for use in courtroom presentation, as necessary.

Operates enforcement-related equipment, including radar and breathalyzer, in accordance with State standards and departmental policy.

Attends police-related training classes and programs as required.

Provides information, advice, and assistance to the general public.

Conducts extensive follow-up investigations of crimes; interviews witnesses, interrogates suspects, takes statements and confessions.

May conduct covert investigations of certain criminal activity including, but not limited to, the illegal sale of narcotics, the selling of stolen merchandise, gambling activities, etc.

May be required to wear and use a respirator.

Performs related work as required.

Knowledges, Skills and Abilities

Ability to acquire knowledge of approved principles and practices of law enforcement work and applicable laws and ordinances.

Ability to acquire knowledge of departmental rules, regulations and procedures.

Ability to acquire knowledge of first aid methods and techniques.

Ability to acquire knowledge of investigative techniques and practices.

Ability to acquire skill in the use and care of firearms.

Ability to acquire skill in the operation of a motor vehicle safely and efficiently, occasionally at a high rate of speed.

Ability to observe situations objectively and to report and record them clearly and accurately.

Ability to deal courteously, yet firmly and effectively, with the public in police situations.

Ability to exercise good judgment in emergency and non-emergency situations; to act quickly and calmly in resolving problems.

Ability to wear and use a respirator.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

Graduation from a standard senior or vocational high school, and possession of a good reputation and background which will withstand pre-appointment investigation.

Minimum age of 20 at time of hire and must turn 21 on or before the date of graduation from the New Mexico Law Enforcement Academy.

Must be a U. S. Citizen.

Weight must be in proportion to height.

Never have been convicted of any felony crime or any crime involving moral turpitude.

Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.

Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.

Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

Necessary Special Qualifications

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

Within one year of employment, certification by the State of New Mexico as a sworn Law Enforcement Officer.

Continued maintenance of firearm qualification standards.

Must maintain a telephone.

Other Necessary Requirements

Must pass a pre-offer physical agility test, written exam, interview and background investigation.

Must pass a post-offer pre-employment psychological examination.

Must pass a post-offer pre-employment complete physical and respirator physical given by a City-designated physician.

Must pass a post-employment Law Enforcement Academy exam given by a City-designated physician.

Note: Promotes to Police Officer classification upon completing requirements for, and receiving, a New Mexico Police Officer Certification.

IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (505) 624-6700, EXT. 268