

# *City of Roswell, NM*

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

January 7, 2010

Police Recruit (10-007)  
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 June 30, 2010. Materials returned by mail must be postmarked on or before June 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

## TABLE OF CONTENTS

ITEM	PAGE #	REMARKS
Cover Letter	1	
Employment Information	3	
Employment Procedure	7	
Pre-Employment Release & Waiver	9	
Physical Fitness Release and Consent form	11	
Physical Fitness Demonstration Standards	13	
Police Recruit Job Posting	15	

*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 25<sup>th</sup> 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](http://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

POSITION OPENING #10-007

EOE

**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:** January 7, 2010

**DEADLINE TO RETURN APPLICATION:** June 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**

# *City of Roswell, NM*

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

January 7, 2010

Police Recruit (10-007)  
Supplemental Package

Dear Applicant:

Thank you for your continued 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 your interview date and time. 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. *Supplemental Questionnaire*. Pursuant to the New Mexico Police Training Act 29-7-1 to 29-7-11 NMSA 1978. Complete as directed.
3. *Personal History Release and Waiver*. Must be completed and signed by the applicant. This form must be notarized by a notary public each time you apply.
4. *Willingness Questionnaire*. Complete as directed.
5. *Personal History Questionnaire & Supplements*. Complete as directed.

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. A driver's license and criminal history check will be conducted. Enclosed are details of the pre-employment testing procedures. Applicants will be notified of the pre-employment testing date.

Upon completion of the pre-employment testing, those passing the physical fitness demonstration and written test will be provided with this supplemental package. Upon receipt the applicant will be scheduled for an interview. Following the interviews a formal background will be conducted and the successful candidates will be numerically ranked on overall suitability to be on the eligibility lists. 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 Smith at (575) 624-6770.

Sincerely,

Stacye L. Hunter  
Human Resources Director

Robert H. Smith  
Police Chief

Enclosures

### TABLE OF CONTENTS

ITEM	PAGE #	REMARKS
Cover Letter	1	
Supplemental Questionnaire	3	
Personal History Release and Waiver	9	
Willingness Questionnaire	11	
Personal History Questionnaire	13	
Personal History Questionnaire Supplements	25	Items on list To be returned

*CITY OF ROSWELL, NM*  
**SUPPLEMENTAL QUESTIONNAIRE**

<b>POLICE RECRUIT</b>
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The provisions of the Law Enforcement Training Act, 29-7-1 to 29-7-11 NMSA 1978, established the following specific criteria for admission to the law enforcement academy and mandated certification:

- A. Must be a citizen of the United States;
- B. 21 years of age at time of graduation;
- C. hold a high school diploma or the equivalent;
- D. hold a valid New Mexico driver's license;
- E. have not been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding their application, to any violation of any federal or state law or local ordinance related to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude;
- F. have not been released or discharged under anything other than an honorable discharge from any of the armed forces of the United States;
- G. be found, after examination by a license physician, to be free of any physical condition which might adversely affect their performance as police officers or prohibit them from successfully completing prescribed basic law enforcement training required by the Law Enforcement Training Act (29-7-1 to 29-7-11 NMSA 1978);
- H. be found, after examination by a certified psychologist, to be free of any emotional or mental condition which might adversely affect their performance as police officers or prohibit them from successfully completing prescribed basic law enforcement training required by the Law Enforcement Training Act; and
- I. have met any other certification requirements as may be prescribed by the board.

Accordingly, the following supplemental questionnaire must be completed fully and accurately. Please print or write legibly, ***IN YOUR OWN WRITING*** – ***DO NOT TYPE***. Use additional pages as necessary.

**PERSONAL DATA**

Last Name:	First Name/MI:	Today's Date:	
Home Address:	City:	State:	Zip Code + 4:
Are you 21 or over: Yes <input type="checkbox"/> No <input type="checkbox"/>	Social Security Number:	Home Phone:	Work Phone:
List any Other name you have used (maiden, nicknames, married name, etc.)			



If you checked "Yes" to the above two (2) questions, in the space below list the required information.

From	To	State	Reason

List all driving citations or summons you have received as an adult or juvenile, beginning with the most recent:

Month/Year	Charge	City/State	Disposition

**NARCOTICS/ALCOHOL HISTORY:** Please answer the following questions YES or NO regarding the illegal use of drugs and alcohol.

Drug	Yes	No	Number of Times Used	Last Time Used	Remarks
Marijuana					
Hashish/Hash Oil					
THC (power/tabs)					
LSD					
Peyote					
Mescaline					
PCP					
Cocaine					
Amphetamines					
Barbiturates					
Tranquilizers					
Opium					
Morphine					
Heroin					

Drug	Yes	No	Number of Times Used	Last Time Used	Remarks
Codeine					
Methadone					
Diluadid					
Demoral					
<b>Others</b> — Indicate names of any others not listed:					

- Have you ever engaged in the illegal use of drugs, including the consumption of a prescription drug not prescribed to you? Yes  No
- Have you ever illegally obtained any prescription drugs or controlled substances? Yes  No
- Have you ever used any illegally obtained prescription drugs or medication? Yes  No
- Have you ever illegally sold, furnished or supplied any narcotics or drugs to anyone? Yes  No
- Have you ever illegally purchased any narcotic or drugs? Yes  No

**EMPLOYMENT/TRAINING:** Have you ever applied for a position with any police department? Yes  No

Date	Position Held/Applied For	Department

What was the disposition? \_\_\_\_\_

Have you ever received any law enforcement training? Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the extent of your exposure to law enforcement activities? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS**

Have you ever been released or terminated from a job because of inability to meet job requirements? Yes  No

Have you ever been discharged, asked to resign or given the opportunity to resign in lieu of discharge? Yes  No

Are you able to perform all the duties as listed on the job description? Yes  No

List your reasons for applying for this position. (Use a separate sheet of paper if necessary.)

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**I understand that any misrepresentation or omissions called for in this questionnaire is cause for rejection of the application or dismissal after employment. I also understand that acceptance of this questionnaire does not constitute a contract or promise of employment.**

---

Applicant Signature

Date

**COMPLETE AND RETURN THIS QUESTIONNAIRE**

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**CITY OF ROSWELL, NM**  
**PERSONAL HISTORY RELEASE AND WAIVER**

**POLICE RECRUIT**

**Note: This form must be completed, notarized and submitted with the application each time you apply. Failure to return this signed and notarized form will be cause for the package not to be considered by the Police Hiring Committee.**

**PLEASE READ CAREFULLY**

To whom it may concern,

I am an applicant for a position with the **City of Roswell Police Department**. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the **City of Roswell Police Department** bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of, and full disclosure of, all records, or any part thereof, concerning myself, by and to any duly authorized agent of the **City of Roswell Police Department**, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the **City of Roswell Police Department** to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the **City of Roswell Police Department**, regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the **City of Roswell Police Department's** acceptance and processing of my application for employment, I agree to hold the City of Roswell, its agents and employees, harmless from any and all claims and liability associated with my application for employment, or

in any way connected with the decision whether or not to employ me with the **City of Roswell Police Department**. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title V, United States Code, Section 552A, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the **City of Roswell Police Department** in conjunction with employment procedures.

A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile copy does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request, and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

Signed and executed on \_\_\_\_\_  
Date Printed Name

\_\_\_\_\_  
Signature Street Address  
\_\_\_\_\_  
City, State, Zip

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and sworn (or affirmed) before me by \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Seal

My Commission Expires: \_\_\_\_\_ Signature of Notary Public

**RETURN COMPLETED BY YOURSELF AND A NOTARY PUBLIC**

*CITY OF ROSWELL, NM*  
**WILLINGNESS QUESTIONNAIRE**

<b>POLICE RECRUIT</b>
-----------------------

Name: \_\_\_\_\_

**Please complete the following questions concerning the Police Officer/Police Recruit application you are submitting:**

- |                                                                                                                            | <u>YES</u>               | <u>NO</u>                |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Are you willing to stand in the middle of a busy intersection directing traffic wearing a helmet in 110 degree weather? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you willing to physically examine a dead body for signs of injury? . . .                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you willing to work on Christmas Day and other holidays? . . . . .                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you willing to work rotating shifts with days off? . . . . .                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you willing to report for duty upon short notice or on days off — . . . . .<br>sacrificing personal plans?          | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you willing to investigate accidents in the rain? . . . . .                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you willing to arrest a friend if it is necessary? . . . . .                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you willing to spend hours writing reports while on overtime? . . . . .                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are you willing to work 13 hours in a row if necessary? . . . . .                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are you willing to handle situations that involve the possibility of injury . . .<br>to yourself?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are you willing to accept a court decision that runs contrary to your . . . . .<br>own wishes?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are you willing to subject yourself to intense public scrutiny and criticism?                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are you willing to accept being told exactly what to do? . . . . .                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are you willing to maintain your composure while being insulted or . . . . .<br>sworn at?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are you willing to observe an autopsy if required? . . . . .                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are you willing to notify a citizen that a member of their immediate . . . . .<br>family has just been killed?         | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are you willing to investigate situations involving abused or . . . . .<br>molested children?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are you willing to undergo six (6) months of intensive training before . . . . .<br>being able to work on your own?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are you willing to take another human's life if necessary and appropriate?                                             | <input type="checkbox"/> | <input type="checkbox"/> |

- |     |                                                                                           | <b>YES</b>               | <b>NO</b>                |
|-----|-------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 20. | Are you willing to deal with suicide victims and their families? . . . . .                | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Are you willing to search a dark building for a dangerous suspect if . . . . . necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Are you willing to risk your life for the safety of a citizen or a fellow officer?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Are you willing to enforce laws that you do not agree with? . . . . .                     | <input type="checkbox"/> | <input type="checkbox"/> |

**If you have answered "NO" to any of the above questions, please reconsider applying for this position.**

**I understand that any misrepresentation or omissions called for in this questionnaire is cause for rejection of the application or dismissal after employment. I also understand that acceptance of this questionnaire does not constitute a contract or promise of employment.**

---

Applicant Signature

Date

<b>COMPLETE AND RETURN</b>
----------------------------

***CITY OF ROSWELL, NM***  
**PERSONAL HISTORY QUESTIONNAIRE**

<b>POLICE RECRUIT</b>
-----------------------

**READ THESE DIRECTIONS COMPLETELY BEFORE BEGINNING TO FILL OUT THE QUESTIONNAIRE.**

You are applying for a position in law enforcement. There are a number of basic requirements for this position.

Law enforcement officials, regardless of position, are placed in a position of trust and responsibility. Because of this trust, we must expect candor from all employees. The areas of inquiry contained herein will deal with your background and experience. Every question contained within this questionnaire is important. Incorrect or false responses to these questions could result in your disqualification for this position.

These questions will be used to compliment your background investigation and subsequent polygraph examination. While answering these questions, you should remember that there are always things in our background that are known only to us and possibly a few close friends. It is these things that we are concerned about. All of us have done things that we regret. All of us have been involved in behaviors that we prefer not to discuss. We do not expect you to be the perfect person. Law enforcement officials must function in the real world. We know that the real world is not perfect. These questions will deal with many aspects of your background. Some may seem to be so "bad" that you are afraid it will disqualify you from this position. That is unlikely. What will disqualify you is your failure to provide truthful information.

As you read the following questions, you may have concerns about their purpose. Mark those questions that concern you with a check mark to the left of the question number. Your concerns will be discussed with you later in the application process. Above all, tell the complete truth, good, bad, or indifferent. The successful completion of this portion of the hiring process rests with you and you alone.

**FOLLOW THE DIRECTIONS**

Read and answer all questions carefully.

**Answer all questions by writing in "yes" or "no" or an appropriate number in the underlined space at the end of each question. Do not write in "unknown" or "?" or "N/A".**

If you need to explain something about your answer, circle the question number to the left.

Please fill out this questionnaire completely and accurately. Keep in mind that all statements are subject to verification. Deliberate inaccuracies or incomplete statements may disqualify you from employment.

All questions will be discussed in detail with you later in the application process, and you will be given an opportunity to provide explanations or mitigating circumstances. Any negative factor in your personal history will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position for which you are applying.

Results of this questionnaire and interview, and information obtained during the background investigation, are confidential and will be discussed only with law enforcement officials or designated representatives.

## QUESTIONNAIRE

1. Is the name shown on the application your true legal name? \_\_\_\_\_
2. Have you ever used any other name? \_\_\_\_\_
3. What is your date of birth? \_\_\_\_\_
4. Are you a citizen of the United States? \_\_\_\_\_
5. Do you have a legal right to work in this country? \_\_\_\_\_
6. Are you skilled or trained in any field in which you could make more money than the position for which you are applying? \_\_\_\_\_
7. If you are offered this position, will you accept it? \_\_\_\_\_
8. If you accept this position, will you stay with this agency for at least three (3) years? \_\_\_\_\_
9. Have you ever taken a polygraph examination? \_\_\_\_\_
10. Have you purposely placed any false information on this application or personal history questionnaire? \_\_\_\_\_
11. Have you purposely omitted any information on this application or personal history questionnaire? \_\_\_\_\_
12. When you left high school, did you receive a graduation diploma? \_\_\_\_\_
13. Do you have a GED? \_\_\_\_\_
14. Have you passed the high school proficiency exam? \_\_\_\_\_
15. Have you completed a law enforcement academy? \_\_\_\_\_
16. Have you ever failed, dropped out of, or resigned from a law enforcement academy? \_\_\_\_\_
17. Would you have any reason to be concerned about an investigation into your past work record? \_\_\_\_\_
18. Were you ever fired from a job? \_\_\_\_\_
19. Were you ever asked to resign from a job? \_\_\_\_\_
20. Did you ever leave a job to avoid being terminated? \_\_\_\_\_
21. Have you ever left a job without giving proper notice? \_\_\_\_\_
22. Have you ever been accused of misconduct or had a complaint made about you or your work performance at a place of employment? \_\_\_\_\_
23. Have you ever been formally disciplined by a past employer? \_\_\_\_\_
24. Would any of your current or past employers give you an unfavorable recommendation?  
\_\_\_\_\_

25. Have you ever gotten into arguments with co-workers or supervisors in which you raised your voice or struck someone? \_\_\_\_\_
26. Have you shown the true and complete reasons for leaving each of your previous employments? \_\_\_\_\_
27. Did you ever leave any place of employment with hard feelings toward the management or co-workers? \_\_\_\_\_
28. Are you eligible to be rehired by all of your former employers? \_\_\_\_\_
29. During your background investigation, is anyone likely to report derogatory information about your work performance to background investigators? \_\_\_\_\_
30. In the past year, how many times have you been late to work? \_\_\_\_\_
31. Have you ever worked at this or any other law enforcement agency in any capacity? \_\_\_\_\_
32. Prior to this application, have you ever applied to this agency or any other law enforcement agency for any type of position? \_\_\_\_\_
33. Have you ever been rejected by this or any other law enforcement agency for employment for any reason? \_\_\_\_\_
34. Are you registered with Selective Service? \_\_\_\_\_
35. Have you ever served, even for one day, in any branch of the Armed Forces of the United States? \_\_\_\_\_
36. Would you have any reason to be concerned about an investigation into your military record? \_\_\_\_\_
37. Were you ever placed under military arrest? \_\_\_\_\_
38. Were you ever the subject of court martial? \_\_\_\_\_
39. Did you receive any disciplinary action while in the military? \_\_\_\_\_
40. Were you ever reduced in pay grade or rank while in the military? \_\_\_\_\_
41. Were you ever AWOL or on unauthorized leave while in the military? \_\_\_\_\_
42. During your background investigation, is anyone likely to report that you had any other problems while in the military? \_\_\_\_\_
43. Have you ever attempted suicide? \_\_\_\_\_
44. Would you have any reason to be concerned about an investigation into your criminal or arrest record? \_\_\_\_\_
45. Have you ever been convicted of, or pled guilty to, a criminal act? \_\_\_\_\_
46. Have you ever been a suspect in any Police investigation? \_\_\_\_\_
47. Have you ever been charged with a crime? \_\_\_\_\_
48. Have you ever had a warrant issued for your arrest? \_\_\_\_\_

49. As a juvenile or adult, have you ever been detained, questioned, or taken into custody by Police for any reason other than minor traffic violations? \_\_\_\_\_
50. As a juvenile or adult, have you ever been arrested? \_\_\_\_\_
51. Are you now wanted for any reason by any law enforcement agency? \_\_\_\_\_
52. Have you ever been present when anyone else committed a criminal act? \_\_\_\_\_
53. Other than minor traffic matters, have you ever been fined by a court of law? \_\_\_\_\_
54. Have you spent any time, either as a juvenile or as an adult, locked up in a jail or prison facility? \_\_\_\_\_
55. Have you ever falsified an income tax form? \_\_\_\_\_
56. Have you ever falsified an insurance claim? \_\_\_\_\_
57. Have you ever collected unemployment or welfare benefits, including food stamps, when you were not entitled to? \_\_\_\_\_
58. Since you were 18 years of age, have you ever shoplifted anything from a store? \_\_\_\_\_
59. Have you ever stolen a motor vehicle? \_\_\_\_\_
60. Have you ever been sent to a jail or prison facility over anything involving a motor vehicle? \_\_\_\_\_
61. Have you ever illegally damaged or destroyed any property, or committed any act of malicious mischief? \_\_\_\_\_
62. Other than from an employer, have you ever stolen anything? \_\_\_\_\_
63. Since you were 18 years of age, have you committed any serious undetected criminal acts? \_\_\_\_\_
64. Have you ever made serious plans to commit a rape? \_\_\_\_\_
65. Have you ever made serious plans to commit a robbery? \_\_\_\_\_
66. Have you ever made serious plans to commit a burglary? \_\_\_\_\_
67. Have you ever made serious plans to commit a theft? \_\_\_\_\_
68. Have you ever made serious plans to commit a murder? \_\_\_\_\_
69. Have you ever made serious plans to commit arson? \_\_\_\_\_
70. Have you ever made serious plans to commit a sexual crime? \_\_\_\_\_
71. Have you ever made serious plans to commit forgery? \_\_\_\_\_
72. Have you ever caused harm to, or threatened to harm someone? \_\_\_\_\_
73. Have you ever sold or purchased property which you believed was stolen or which might have been stolen? \_\_\_\_\_

74. Have you, within the past five (5) years, done anything at all that you could have been arrested for doing? \_\_\_\_\_
75. During your background investigation, is anyone likely to report that you have been involved in any criminal activity? \_\_\_\_\_
76. Would you have any reason to be concerned about an investigation into your moral background? \_\_\_\_\_
77. Have you ever molested a child? \_\_\_\_\_
78. Have you ever forced anyone to have sex with you? \_\_\_\_\_
79. Have you ever committed any other sexual crime? \_\_\_\_\_
80. During your background investigation, is anyone likely to report that you have committed a sexual crime? \_\_\_\_\_
81. Would you have any reason to be concerned about an investigation into your use of illegal drugs? \_\_\_\_\_
82. How many times have you used marijuana in your life? \_\_\_\_\_
83. Within the past three (3) years, how many times have you used marijuana? \_\_\_\_\_
84. Have you ever used cocaine? \_\_\_\_\_
85. Within the past three (3) years, how many times have you used cocaine? \_\_\_\_\_
86. Have you ever used LSD (acid)? \_\_\_\_\_
87. Within the past three (3) years, how many times have you used LSD? \_\_\_\_\_
88. Have you ever used PCP (angel dust)? \_\_\_\_\_
89. Within the past three (3) years, how many times have you used PCP? \_\_\_\_\_
90. Have you ever used "mushrooms"? \_\_\_\_\_
91. Within the past three (3) years, how many times have you used "mushrooms"? \_\_\_\_\_
92. Have you ever used heroin? \_\_\_\_\_
93. Within the past three (3) years, how many times have you used heroin? \_\_\_\_\_
94. Have you ever used "crank"? \_\_\_\_\_
95. Within the past three (3) years, how many times have you used "crank"? \_\_\_\_\_
96. Have you ever used "speed"? \_\_\_\_\_
97. Within the past three (3) years, how many times have you used "speed"? \_\_\_\_\_
98. Have you ever used "uppers"? \_\_\_\_\_
99. Within the past three (3) years, how many times have you used "uppers"? \_\_\_\_\_

100. Have you ever used "downers"? \_\_\_\_\_
101. Within the past three (3) years, how many times have you used "downers"? \_\_\_\_\_
102. Have you ever used steroids? \_\_\_\_\_
103. Within the past three (3) years, how many times have you used steroids? \_\_\_\_\_
104. Have you ever used any other illegal drug? \_\_\_\_\_
105. Within the past three (3) years, how many times have you used another illegal drug? \_\_\_\_\_
106. Have you ever worked under the influence of illegal drugs? \_\_\_\_\_
107. Have you ever ingested a substance you thought was an illegal drug and then found out it wasn't? \_\_\_\_\_
108. Have you ever misused or abused any prescription drug? \_\_\_\_\_
109. To the best of your knowledge, do any of your present circles of friends and acquaintances use any type of narcotics, illegal drugs, or pills? \_\_\_\_\_
110. Within the past three (3) years, have you knowingly allowed anyone to possess or use illegal drugs in your home or vehicle? \_\_\_\_\_
111. Have you ever illegally purchased any type of narcotics, drugs, or pills? \_\_\_\_\_
112. Have you ever sold any type of narcotic, drug, or pill? \_\_\_\_\_
113. Have you ever cultivated marijuana? \_\_\_\_\_
114. Have you ever been involved in the manufacture of any drug? \_\_\_\_\_
115. Have you ever been the "middle man" for a drug deal? \_\_\_\_\_
116. Has anyone, other than a medical professional for medical reasons, injected any chemical into your body? \_\_\_\_\_
117. If employed as a law enforcement officer, would you arrest a friend if you came upon that friend using, or in possession of, illegal drugs? \_\_\_\_\_
118. During your background investigation, is anyone likely to report that you have been involved in the use of, or sale of, illegal drugs? \_\_\_\_\_
119. Would you have any reason to be concerned about an investigation into your honesty?  
\_\_\_\_\_
120. Have you ever stolen any money from a place where you have been employed? \_\_\_\_\_
121. Have you ever borrowed money from an employer and not paid it back? \_\_\_\_\_
122. Have you ever embezzled any money from an employer? \_\_\_\_\_
123. Have you ever stolen any merchandise or property from an employer? \_\_\_\_\_
124. Have you ever taken any property that didn't belong to you from a place where you were employed? \_\_\_\_\_

125. During your background investigation, is anyone likely to report that you have stolen something from a place of employment? \_\_\_\_\_
126. What is your total indebtedness? \_\_\_\_\_
127. Could you successfully manage your financial affairs on the salary this position offers? \_\_\_\_\_
128. Have you ever had a debt turned over to a collection agency? \_\_\_\_\_
129. Have you ever been late paying rent or mortgage? \_\_\_\_\_
130. Has your salary ever been garnished for non-payment of debts? \_\_\_\_\_
131. Have you ever had property repossessed? \_\_\_\_\_
132. Have you ever filed bankruptcy? \_\_\_\_\_
133. Have you ever avoided paying any lawful debt by moving away? \_\_\_\_\_
134. Have you ever been late in paying your taxes? \_\_\_\_\_
135. Have you ever failed to support any child of yours? \_\_\_\_\_
136. Have you ever been late in making child support payments? \_\_\_\_\_
137. Have you ever been late in repaying a student loan? \_\_\_\_\_
138. Have you ever had a check "bounce"? \_\_\_\_\_
139. Have you ever borrowed money to gamble with? \_\_\_\_\_
140. Have you ever borrowed money to pay a gambling debt? \_\_\_\_\_
142. What is the most you have ever lost by gambling? \_\_\_\_\_
143. What is the most you have ever won by gambling? \_\_\_\_\_
144. During your background investigation, is anyone likely to report that you have had financial problems? \_\_\_\_\_
145. Have you ever been the plaintiff, defendant, petitioner, or respondent in any civil action? \_\_\_\_\_
146. Do you presently have any civil actions pending in any court of law? \_\_\_\_\_
147. Would you have any reason to be concerned about an investigation into your drinking habits? \_\_\_\_\_
148. Do you drink some type of alcoholic beverage every day? \_\_\_\_\_
149. On the average, how many drinks do you have in a week? \_\_\_\_\_
150. In the past month, how many times have you been drunk? \_\_\_\_\_
151. Have you ever worked under the influence of alcohol? \_\_\_\_\_

152. Have you ever lost a job because of your drinking habits? \_\_\_\_\_
153. Has an employer or supervisor ever talked to you about your drinking? \_\_\_\_\_
154. Have you ever been told by a family member that you drink too much? \_\_\_\_\_
155. During your background investigation, is anyone likely to report that you have had an alcohol problem? \_\_\_\_\_
156. Do you currently have a New Mexico driver's license? \_\_\_\_\_
157. How many traffic citations (other than parking citations) have you received in since first receiving a license? \_\_\_\_\_
158. Have you ever had a "failure to appear" on a citation? \_\_\_\_\_
159. Have you ever had a bench warrant issued for your arrest for traffic reasons? \_\_\_\_\_
160. Have you ever had a traffic citation that did not show on your New Mexico Department of Motor Vehicles license history? \_\_\_\_\_
161. Have you ever been the driver in any motor vehicle collision? \_\_\_\_\_
162. How many motor vehicle collisions have you been involved in as the driver of a vehicle?  
\_\_\_\_\_
163. Has your license to drive ever been suspended or revoked? \_\_\_\_\_
164. Has your license to drive ever been on probation? \_\_\_\_\_
165. Have you ever been notified by the Department of Motor Vehicles that your license to drive was about to be restricted, suspended, or revoked for any reason? \_\_\_\_\_
166. Do you now have automobile insurance, as required by the State of New Mexico, on all the vehicles you own? \_\_\_\_\_
167. Since being licensed to drive, has there ever been a time when you did not have insurance as required by law? \_\_\_\_\_
168. Has your automobile insurance ever been placed in the assigned high-risk pool? \_\_\_\_\_
169. Other than for not paying the premium, has your automobile insurance ever been canceled?  
\_\_\_\_\_
170. Have you ever caused anyone serious injury by your operation of a motor vehicle? \_\_\_\_\_
171. Have you ever caused the death of anyone by your operation of a motor vehicle? \_\_\_\_\_
172. Have you ever been the driver in an accident in which damage occurred, but you failed to notify the owner of the property? \_\_\_\_\_
173. Have you ever driven a motor vehicle while under the influence of alcohol? \_\_\_\_\_
174. Have you ever driven a motor vehicle while under the influence of some type of drug?  
\_\_\_\_\_

175. Have you ever been arrested for driving while under the influence of alcohol or drugs?  
\_\_\_\_\_
176. During your background investigation, is anyone likely to report that you have driving problems?  
\_\_\_\_\_
177. Would you have any reason to be concerned about an investigation into your loyalty to the United States? \_\_\_\_\_
178. Are you, or any of your relatives, friends, or associates actively involved with terrorists or any organization that advocates the violent overthrow of our government? \_\_\_\_\_
179. Are you, or any of your relatives, friends, or associates actively involved with any organization, which advocates or supports the use of force, or other means, to deny other persons their rights under the Constitution of the United States? \_\_\_\_\_
180. Have you ever given any confidential information to any organization or individual that would jeopardize our national security? \_\_\_\_\_
181. Would you have any reason to be concerned about an investigation into your personality?  
\_\_\_\_\_
182. Do you frequently lose your temper? \_\_\_\_\_
183. During your background investigation, is anyone likely to report that you have problems with your temper? \_\_\_\_\_
184. In the past three (3) years, have you been in a fight? \_\_\_\_\_
185. In the past three (3) years, have you started a fight? \_\_\_\_\_
186. Have you ever had problems getting along with the public? \_\_\_\_\_
187. Since the age of 18, have you struck or injured any person? \_\_\_\_\_
188. Have you ever struck someone you were living with? \_\_\_\_\_
189. Other than in warfare, have you ever caused serious injury to another person? \_\_\_\_\_
190. Other than in warfare, have you ever been involved in a violent incident such as a shooting, killing, or fight where someone was, or could have been, seriously injured or killed?  
\_\_\_\_\_
191. Other than in warfare, have you ever used any weapon against another person? \_\_\_\_\_
192. Other than in warfare, have you ever directly or indirectly caused the death of another person? \_\_\_\_\_
193. During your background investigation, is anyone likely to report that you have violent tendencies? \_\_\_\_\_
194. Are you afraid of physical combat? \_\_\_\_\_
195. Have you ever fired a firearm? \_\_\_\_\_

196. Are you afraid of firearms? \_\_\_\_\_
197. Have you ever carried, on your person or in a vehicle, any weapon for protection? \_\_\_\_\_
198. Have you ever illegally carried a weapon? \_\_\_\_\_
199. During your background investigation, is anyone likely to report that you have illegally used or carried a firearm? \_\_\_\_\_
200. If employed by this agency, would you fear physical resistance by someone you might arrest? \_\_\_\_\_
201. Do you feel you can take orders from superior officers without hesitation or resentment? \_\_\_\_\_
202. Do you have any prejudices, which might affect your ability to perform the duties of this position? \_\_\_\_\_
203. Have you ever maliciously burned any property? \_\_\_\_\_
204. Have you ever turned in a false fire alarm? \_\_\_\_\_
205. Have you ever made an anonymous obscene telephone call? \_\_\_\_\_
206. During your background investigation, is anyone likely to report that you have any personality characteristic that would make you unsuitable for the position for which you are applying? \_\_\_\_\_
207. Is there some undisclosed reason why you want to be a Police Officer? \_\_\_\_\_
208. Do you know of any reason why you should not be hired by this department for the position for which you have applied? \_\_\_\_\_
209. Is there anything at all in your background that you have not been asked about that might eliminate you from consideration for the position to which you have applied if it were found out? \_\_\_\_\_
210. At any time in your life, have you been a party to an act of cruelty to any animal? \_\_\_\_\_
211. At any time in your life, have you been a party to an act of torture to an animal? \_\_\_\_\_
212. At any time in your life, have you ever been a party to the deliberate taking of the life of an animal (other than lawful hunting or veterinarian administered euthanasia)? \_\_\_\_\_
213. Do you consider maliciously and intentionally causing injury to, inflicting pain upon, or killing an animal an act of cruelty? \_\_\_\_\_
214. Can you say, in complete honesty, that you have answered each question in this questionnaire truthfully? \_\_\_\_\_

**MAKE SURE YOU HAVE ANSWERED ALL 214 QUESTIONS AND INCLUDE WITH THE COMPLETED APPLICATION PACKAGE.**

***CITY OF ROSWELL, NM***  
**PERSONAL HISTORY QUESTIONNAIRE SUPPLEMENTS**

**POLICE RECRUIT**

The following supplemental documents need to be included with, and attached to the end of, your personal history questionnaire. It is your responsibility to make or obtain these forms. The Roswell Police Department will not be responsible for any original document you submit. Please provide the following:

- Copy of high school diploma or GED
- Copy of military DD-214 (long form), if applicable
- Copy of Social Security Card, front and back
- Copy of state issued driver's license, front and back
- Copy of Selective Service Registration, if applicable
- Copy of military identification, front and back, if applicable
- Copy of New Mexico Law Enforcement Academy certification, if applicable
- Original State or Government Agency birth certificate  
If this certificate has been requested by mail but is not yet available, allowances will be made for the delay. (Provide appropriate written explanation.)
- Copy of current credit report  
If this report has been requested by mail but is not yet available, allowances will be made for the delay. (Provide appropriate written explanation.)

The cost of a credit report is approximately \$15. Candidates may obtain a credit report from the credit bureau of their choosing.

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