

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 Officer - Lateral Transfer (10-006)
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. If you return the materials by mail, they must be postmarked on or before June 30, 2010 and mailed to the address above, Attn: Human Resources. No FAX or e-mailed copies will be sent or allowed.

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.

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 and the Job Description. You may retain this information for your own personal records.

The City of Roswell will process Police Officer applications for lateral transfer during the year. Information on the starting salary for selected applicants is contained in the "Employment Information" section.

During the application process, your application packet will be reviewed by the Police Hiring Committee. A driver's license and basic criminal history check will be conducted. Those applicants who meet the qualifications will be notified in writing and move on to the next step of the process. The next step will involve completing the supplemental forms package which will be provided to you. When the supplemental forms package is received you will be notified when an interview will be scheduled. After the interview is complete, you may move on to the next step which will involve a formal background check.

Following the formal background check, the successful applicants will formerly offered the job by the Human Resources Department. Prior to employment, an applicant will be required to pass a post-offer pre-employment polygraph examination, a post-offer pre-employment psychological evaluation and a post-offer employment physical examination.

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 Chief Robert 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

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
EMPLOYMENT INFORMATION

POLICE OFFICER - LATERAL TRANSFER

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

GENERAL INFORMATION

SALARY INFORMATION

The starting salary for a lateral transfer Police Officer is based on the following:

STEP	# YEARS LAW ENFORCEMENT EXPERIENCE	HOURLY RATE	ANNUAL SALARY
2	1 to 2 years	\$16.3025	\$33,909.20
3	2 to 3 years	\$17.1176	\$35,604.66
4	4 to 5 years	\$17.9735	\$37,384.89
5	6 or more years	\$18.8722	\$39,254.14

Steps 3 and higher must be approved by the City Manager. To be eligible for an enhanced starting pay rate, the applicant must hold a current valid Basic Police Officer Certification issued by a Law Enforcement Academy. The applicant must have been employed as a full-time salaried law enforcement officer with either a municipal, county, state, federal, or military law enforcement agency and does not have to be continuous service with one agency. Candidates other than New Mexico certified law enforcement officers will require a refresher course at the New Mexico Law Enforcement Academy. This may also include campus police officers or school police officers. Experience for purposes of enhanced starting pay does not include work as a jailor, detention officer, or private security officer.

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. Equipment provided includes a handgun and all other necessary duty items. All other equipment, such as footwear and raincoat, must be provided by the Police Officer and must meet RPD regulations.

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	\$212.71	\$150.36	\$279.84
United Health Care	\$110.96	\$212.71	\$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

The City pays 100% of the premium for employees and all **eligible** dependents. The plan allows a benefit of \$50,000.00 life and matching accidental death and dismemberment on the employee. Dependent coverage for the spouse is \$10,000.00 and for each eligible child is \$5,000.00. This is a 24 hour, 7 day a week policy.

DENTAL INSURANCE

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 may enroll themselves and all eligible dependents. More information can be obtained by contacting the Human Resources Clerk II at the City of Roswell at 505-624-6700, Ext. 244.

VISION INSURANCE

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 may

enroll themselves and all eligible dependents. More information can be obtained by contacting the Human Resources Clerk II at the City of Roswell at 575-624-6700, Ext. 244.

FLEXIBLE SPENDING ACCOUNTS

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.

Flex New Mexico Account. The City of Roswell offers Flexible Spending Accounts through the State of New Mexico. This program allows you to set aside money from your paycheck before Federal, State, and Social Security taxes are paid. The amount you set aside reduces from your reported W-2 income, so you are never taxed on these savings. With your FLEX account you can use the tax-free dollars in your account for reimbursement for you and your dependents medical, dental, and vision expenses. There is a yearly open enrollment in the fall.

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 22.11 years 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 monies to an IRA or leave them in PERA and retain the service credits.

ANNUAL LEAVE

Annual leave begins to accrue 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 months and over 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

Police Department shift employees accrue sick leave at the rate of 8 hours per month beginning with the first full calendar month of employment. The maximum number of hours which may be accrued is 1,040 hours. 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:

<u>HOLIDAY</u>	<u>OBSERVED</u>
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

PERSONAL LEAVE

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

DIRECT DEPOSIT

City employees are eligible for direct deposit to any financial institution of their choice.

DEFERRED COMPENSATION

City employees may participate in the deferred compensation program as a supplement to PERA retirement. Information can be obtained from the Human Resources Director.

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 on the third anniversary. The amount of longevity increases annually thereafter.

City of Roswell, NM
EMPLOYMENT PROCEDURES

POLICE OFFICER - LATERAL TRANSFER

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 will normally be 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 notify the Human Resources Department at (575) 637-6268 and be placed on the mailing list. When the application process is scheduled, these individuals will be sent an application packet.

APPLICATION PROCESS PROCEDURE

1. Application Packet. The actual application and waiver 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 criminal history checks. Applicants who meet the requirements will be notified of the pre-employment testing date.
3. Supplemental Application Packet. The forms in this packet will be given to the applicant upon completion of the initial process. These forms must be completed in their entirety and returned to the Police Department.
4. Interviews. Applicants will be scheduled for oral interviews with the Police Hiring Committee. Out-of-town applicants will be interviewed first and other applicants will be scheduled for an interview which will take place within two weeks of the testing date.
5. Ranking of Candidates. The application packet and oral interview scores will be reviewed by the Police Hiring Committee for eligibility ranking. As openings become available, the selected applicant(s) will continue through the application process.
6. 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.
7. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will prepare the appropriate paperwork and then will offer the individual the position of Police Officer contingent upon the person passing the testing indicated in #8 below.
8. Post-Offer Pre-Employment Testing. This testing consists of a polygraph examination, psychological examination and physical examination.

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. 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

POSITION OPENING #10-006

EOE

POSITION: Police Officer - Lateral Transfer

DEPARTMENT: Police

WORK SCHEDULE: Hours will vary according to schedule to include nights, weekends and holidays.

SALARY RANGE: \$16.3025 to \$23.8564 per hour

STATUS: Regular Full-Time

OPENING DATE: January 7, 2010 **DEADLINE TO SUBMIT REQUIRED APPLICATION:** June 30, 2010

POLICE OFFICER - LATERAL TRANSFER

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, in a 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 violators, 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 breathalyser, 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 in certain situations.

Performs related work as required.

Knowledges, Skills and Abilities

Knowledge of approved principles and practices of law enforcement work and applicable laws and ordinances.

Knowledges, Skills and Abilities (Continued)

- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge of first aid methods and techniques.
- Knowledge of investigative techniques and practices.
- Skill in the use and care of firearms.
- 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.
- Maturity and personal stability.
- 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 or the equivalent.
- Minimum age of 21 at time of hire and 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 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.
- Must possess a valid Law Enforcement Officer Certification from another state, military or federal entity.
- Must possess, within one year of employment, and maintain a valid Law Enforcement Officer certification issued by the State of New Mexico.
- Continued maintenance of firearm qualification standards.
- Must maintain a telephone.

Other Necessary Requirement

- Must complete and submit the Supplemental Questionnaire form, Personal History Release and Waiver form, Willingness Questionnaire form, Personal History Questionnaire form and all documents requested in the Personal History Questionnaire Supplement listing along with the application.
- Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.
- Must pass a pre-employment personnel interview.
- Must pass a post-offer pre-employment psychological and physical examination.

MUST BE A STATE CERTIFIED LAW ENFORCEMENT OFFICER

***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 Officer - Lateral Transfer (10-006)
Supplemental Package

Dear Applicant:

Thank you for your continued interest in employment with the City of Roswell Police Department. In order to be considered for employment with the Roswell Police Department, you must return the supplemental package on your interview date and time. No FAX copies will be sent or allowed.

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

1. *All items indicated to be returned that are listed in the "Table of Contents" on page 2.*

The City of Roswell will process Police Officer applications for lateral transfer during the year. Information on the starting salary for selected applicants is contained in the "Employment Information" section you received with the information package.

After you return the supplemental package the Police Department will notify successful candidates of the interview times and dates.

Following the interviews, the successful applicants will be numerically ranked upon overall suitability. Prior to employment, an applicant will be required to pass a post-offer complete background check, a post-offer pre-employment Chief's interview, a post-offer pre-employment psychological evaluation and a post-offer employment physical examination.

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 Chief Robert 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
SUPPLEMENTAL QUESTIONNAIRE

POLICE OFFICER - LATERAL TRANSFER

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;
- 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.)			

ADDRESS HISTORY: In the spaces below, please list all addresses where you have lived during the past ten (10) years, including military addresses, if applicable. BEGIN WITH YOUR PRESENT ADDRESS.

From	To	Street Address	City	County	State

CRIMINAL HISTORY: Have you ever been convicted for a violation of ANY criminal law, including events while you were a juvenile and /or events while you were in the military that resulted in loss of pay or privileges, detention, and/or reductions in grade (this does not include traffic offenses unless you were placed in custody)? Yes No

If you checked "YES," in the space below list the required information for EACH event.

Date	Charge	Location (City/State)	Disposition

DRIVING HISTORY: Do you have a valid driver's license? Yes No

State	Class	Expiration	Number	Restrictions

If you answered "No" above, have you ever had a driver's license? Yes No

If you checked "Yes," in the space below list all states where you have been licensed and/or all names you have been licensed under.

Names	States

Have you ever had a driver's license revoked or suspended by the licensing authority (state or court)? Yes No

Have you ever been sentenced to a driver improvement school? Yes No

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					
Codeine					
Methadone					

Drug	Yes	No	Number of Times Used	Last Time Used	Remarks
Diluadid					
Demoral					
Others — 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	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

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City of Roswell, NM
PERSONAL HISTORY RELEASE AND WAIVER

POLICE OFFICER-LATERAL TRANSFER

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

Street Address
Signature _____

City, State, Zip

Subscribed and sworn to before me this _____ day of _____, _____,
by _____.

Seal

My Commission Expires: _____ Notary Public

RETURN COMPLETED BY YOURSELF AND A NOTARY PUBLIC

City of Roswell, NM
WILLINGNESS QUESTIONNAIRE

POLICE OFFICER - LATERAL TRANSFER
--

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 —
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 to .
yourself? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are you willing to accept a court decision that runs contrary to your 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 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 family
has just been killed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are you willing to investigate situations involving abused or molested . . .
children? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 18. Are you willing to undergo six (6) months of intensive training before 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"/> |
| 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

COMPLETE AND RETURN THIS QUESTIONNAIRE

City of Roswell, NM
PERSONAL HISTORY QUESTIONNAIRE

POLICE OFFICER - LATERAL TRANSFER
--

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 Chief's interview. 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 CAREFULLY

Read and answer all questions carefully. Print your name at the bottom of each page.

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? _____

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PERSONAL HISTORY QUESTIONNAIRE SUPPLEMENTS

POLICE OFFICER - LATERAL TRANSFER

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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