

# City of Roswell, NM

P.O. Box 1838  
Roswell, New Mexico USA 88202-1838  
(575) 627-6700, Ext. 268  
Fax: (575) 624-6927

January 7, 2010

Police Service Aide (10-005)  
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 as soon as possible. If you return the materials by mail, they must be postmarked as soon as possible and mailed to the address above, Attn: Human Resources. Applications will be picked up on a monthly basis. No FAX or e-mail copies will be 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. City of Roswell Application for Employment. Complete pages 1 through 5 as directed.
2. City of Roswell "Pre-Employment Release and Waiver" form. Must be completed and signed by the applicant and a notary public.
3. City of Roswell "Physical Fitness Release and Consent" form. Must be completed and signed by the applicant and a witness.

Also enclosed with the application packet is an Physical Fitness Demonstration Standards information and the Job Description. The job description contains the necessary qualifications and requirements for the Police Service Aide including, but not limited to, the requirement for eligibility for Police Officer as indicated below. You may retain this information for your own personal records.

*"The Police Service Aide must attempt to proceed into the sworn rank when eligible and, within one year of reaching eligibility, receive certification by the State of New Mexico as a sworn Law Enforcement Officer, unless an education waiver has been granted."*

After the application deadline, your application packet will be reviewed by the Police Hiring Committee. A driver's license and basic criminal history check will be conducted. Applicants who qualify following these checks will be notified of the pre-employment testing date. Upon review by the Police Hiring Committee the applicant will be notified of the physical agility testing date. After successful completion of the pre-employment physical fitness demonstration test the applicant will be given a supplemental package to complete. After receipt of this package the applicant will be scheduled for interview. Following the interview, the successful candidates will be numerically ranked upon overall suitability to be on the eligibility lists. Vacancies are filled from this list.

Prior to employment, a candidate will be required to pass a pre-employment physical fitness demonstration, polygraph examination, psychological examination and 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.

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

Sincerely,

Stacye L. Hunter  
Human Resources Director

Robert H. Smith  
Police Chief

Enclosures

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# CITY OF ROSWELL, NM

## 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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# PHYSICAL FITNESS RELEASE AND CONSENT

## *City of Roswell, NM*

### POLICE SERVICE AIDE

**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 a Police Service Aide 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's Name (Print or Type)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

#### SIGNATURE - WITNESS:

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE SIGNED BY YOURSELF AND A WITNESS AND RETURNED WITH THE COMPLETED APPLICATION PACKAGE**

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# PHYSICAL FITNESS DEMONSTRATION STANDARDS

## City of Roswell, NM

### POLICE SERVICE AIDE

Prior to entering a basic Police Service Aide training program, you must demonstrate a minimum fitness level as measured by the following battery of five test. These test 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. In order to participate in these tests, you must submit the completed "Physical Fitness Release and Consent Form" with the application.

**#1 Dynamic Strength**

1 minute maximum number push-ups

Age	Male	Female
18-29	29	23
30-39	24	19
40-49	18	13
50-59	13	12

**#2 Muscular Endurance**

1 minute maximum number sit-ups

Age	Male	Female
18-29	38	32
30-39	35	25
40-49	29	20
50-59	24	14

**#3 Aerobic Power**

1.5 mile run with 40 seconds adjustment added for 6000 ft. altitude

Age	Male	Female
18-29	13:05	15:29
30-39	13:31	16:05
40-49	14:26	16:52
50-59	15:34	17:54

**#4 Anaerobic Power**

300 Meter Run

Age	Male	Female
18-29	59.0	71.0
30-39	58.9	79.0

Age	Male	Female
40-49	72.0	94.0
50-59	83.2	94.0

**#5 Flexibility**

Sit & Reach - Inches

Age	Male	Female
18-29	16.5	19.3
30-39	15.5	18.3
40-49	14.3	17.3
50-59	13.3	16.8

**#6 Upper Body Strength**

1 repetition maximum bench press

This is an alternative to test #1

Age	Male	Female
18-29	0.99	0.59
30-39	0.88	0.53
40-49	0.80	0.50
50-59	0.71	0.44

**#7 Lower Body Strength**

1 repetition maximum leg press

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

Alternate test to #4

Age	Male	Female
18-29	1.83	1.37
30-39	1.65	1.21
40-49	1.57	1.13
50-59	1.46	0.99

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# CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-005

**POSITION:** Police Service Aide

**DEPARTMENT:** Police

**WORK SCHEDULE:** Hours will vary according to schedule

**SALARY RANGE:** \$10.4009 to \$13.2745 per hour

**STATUS:** Regular Part-Time

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

## POLICE SERVICE AIDE

### Definition and Distinguishing Characteristics

This is part-time, entry level, law enforcement-related police work. Under general supervision, provides police services that otherwise would be lost or delayed because of workload saturation on the part of sworn officers. Relieves sworn officers of non-related or low priority police service so that they may pursue anti-crime activities more effectively.

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 judgement, 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. Work requires knowledges that are to be learned on-the-job and also with substantial supervisory participation. After training, work is performed without direct supervision, 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 examinations of reports, on-the-job observation, personal inspection and discussion of work problems. Work involves considerable contact with the general public in both adversary and non-adversary situations. Work involves a significant limited personal danger.

### Typical Examples of Work Performed

Responds to calls for service as dispatched and provides necessary information, advice and assistance to the general public.

Conducts traffic control.

Completes on-street and private property, non-injury accident reports.

Enforces parking regulations.

Assists motorist.

Handles and writes reports of found items.

Takes simple vandalism and petty larceny reports.

Handles missing person and runaway reports.

Provides assistance to investigative officers at accident and crime scenes, such as directing traffic and taking measurements.

Takes reports and prepares information regarding abandoned vehicles.

Conducts house checks, business checks and welfare checks of the elderly or infirm persons.

Conducts beat checks (as supplement to beat officers checks).

Transports victims and witnesses to and from the police station.

Completes tow in reports and waits for wrecker.

Conducts police vehicle transport activities.

Picks up and delivers messages or items for officers and delivers correspondence between main station and sub-stations.

May drive City vehicles.

Perform other duties as required.

### Knowledges, Skills and Abilities

Ability to acquire knowledge of departmental rules, regulations and procedures, first aid methods and techniques and investigative techniques and practices.

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

Ability to exercise good judgement in non-emergency situations.

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.

**Necessary Special Qualification**

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 be a U.S. citizen, at least 18 years of age or older at date of hire and have an intention of becoming a Police Officer.

Must attempt to proceed into the sworn rank when eligible and, within one year of reaching eligibility, receive certification by the State of New Mexico as a sworn Law Enforcement Officer, unless an education waiver has been granted.

Must maintain a telephone at place of residence.

Weight and height must be proportionate.

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.

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

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

Must not have been arrested and convicted of any misdemeanor crime within two years of date of application.

**Other Necessary Requirements**

Must submit the "Personal History Release and Waiver" and "Physical Fitness Release and Consent" forms with the application.

Must submit the "Supplemental Questionnaire", "Willingness Questionnaire", "Personal History Questionnaire" and Personal History Supplements prior to the interview.

Must pass a pre-employment physical fitness demonstration, and personal interview

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

***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) 627-6700, Ext. 268  
Fax: (575) 624-6927

January 7, 2010

Police Service Aide (10-005)  
Supplemental Package

Dear Applicant:

Thank you for your continued interest in employment with the City of Roswell Police Department for. Please review carefully all the information provided. In order to be considered for employment with the Roswell Police Department, you must return the application supplemental package on your interview date and time. No FAX or e-mail copies will be allowed.

**The following information contained in this packet must be completed and returned to the Human Resources Office prior to the interview.**

1. Supplemental Questionnaire. Pursuant to the New Mexico Police Training Act 29-7-1 to 29-7-11 NMSA 1978. Complete as directed.
2. 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.
3. Willingness Questionnaire. Complete as directed.
4. Personal History Questionnaire & Supplements. Complete as directed.

*“The Police Service Aide must attempt to proceed into the sworn rank when eligible and, within one year of reaching eligibility, receive certification by the State of New Mexico as a sworn Law Enforcement Officer, unless an education waiver has been granted.”*

After this supplemental package is received, your complete application packet will be reviewed by the Police Hiring Committee. If successful you will be notified of a date for the interview. After successful completion of the interview, a driver's license and complete criminal history and background check will be conducted.

Following the interviews, the successful candidates will be numerically ranked upon overall suitability to be on the eligibility lists. Vacancies are filled from this list. Prior to employment, a candidate will be required to pass a pre-employment polygraph examination, psychological examination and 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

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# SUPPLEMENTAL QUESTIONNAIRE

*City of Roswell, NM*

## POLICE SERVICE AIDE

The following specific criteria is established for the Police Service Aide.

- A. Must be a citizen of the United States;
- B. 18 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 a Police Service Aide;
- 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 a Police Service Aide.

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 18 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

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

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

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					
Diluadid					
Demoral					
<b>Others</b> — Indicate names of any others not listed:					

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

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.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**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 WITH THE APPLICATION**

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# PERSONAL HISTORY RELEASE AND WAIVER

*City of Roswell, NM*

## POLICE SERVICE AIDE

**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 to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by \_\_\_\_\_.

Seal

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
My Commission Expires

**RETURN WITH THE APPLICATION COMPLETED BY YOURSELF AND  
A NOTARY PUBLIC**

# WILLINGNESS QUESTIONNAIRE

City of Roswell, NM

<b>POLICE SERVICE AIDE</b>
----------------------------

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

Please complete the following questions concerning the Police Service Aide 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 investigate 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 family<br>has just been killed?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are you willing to investigate situations involving abused or molested . . .<br>children?                                      | <input type="checkbox"/> | <input type="checkbox"/> |

(Continue to next page)

- |     |  | <u>YES</u>               | <u>NO</u>                |
|-----|--|--------------------------|--------------------------|
| 18. | .....<br>Are you willing to undergo three (3) 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"/> |
| 20. | Are you willing to deal with suicide victims and their families? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Are you willing to risk your life for the safety of a citizen or a fellow officer?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | 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>
----------------------------

# PERSONAL HISTORY QUESTIONNAIRE

*City of Roswell, NM*

## POLICE SERVICE AIDE

**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.**

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

# 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? \_\_\_\_\_

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

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? \_\_\_\_\_

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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? \_\_\_\_\_

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

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? \_\_\_\_\_

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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? \_\_\_\_\_

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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 Police Service Aide, would you report to Police 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? \_\_\_\_\_

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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 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? \_\_\_\_\_

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

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? \_\_\_\_\_

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

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 encounter? \_\_\_\_\_
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? \_\_\_\_\_

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

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 Service Aide? \_\_\_\_\_
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? \_\_\_\_\_

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

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# PERSONAL HISTORY SUPPLEMENTS

## *City of Roswell, NM*

### POLICE SERVICE AIDE

**The following supplemental documents must 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.**

- 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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# CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-005

<b>POSITION:</b> Police Service Aide	<b>DEPARTMENT:</b> Police
<b>WORK SCHEDULE:</b> Hours will vary according to schedule	
<b>SALARY RANGE:</b> \$10.4009 to \$13.2745 per hour	<b>STATUS:</b> Regular Part-Time
<b>OPENING DATE:</b> January 7, 2010	
<b>DEADLINE TO SUBMIT REQUIRED APPLICATION:</b> June 30, 2010	

## POLICE SERVICE AIDE

### Definition and Distinguishing Characteristics

This is part-time, entry level, law enforcement-related police work. Under general supervision, provides police services that otherwise would be lost or delayed because of workload saturation on the part of sworn officers. Relieves sworn officers of non-related or low priority police service so that they may pursue anti-crime activities more effectively.

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 judgement, 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. Work requires knowledges that are to be learned on-the-job and also with substantial supervisory participation. After training, work is performed without direct supervision, 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 examinations of reports, on-the-job observation, personal inspection and discussion of work problems. Work involves considerable contact with the general public in both adversary and non-adversary situations. Work involves a significant limited personal danger.

### Typical Examples of Work Performed

Responds to calls for service as dispatched and provides necessary information, advice and assistance to the general public.

- Conducts traffic control.

- Completes on-street and private property, non-injury accident reports.

- Enforces parking regulations.

- Assists motorist.

- Handles and writes reports of found items.

- Takes simple vandalism and petty larceny reports.

- Handles missing person and runaway reports.

- Provides assistance to investigative officers at accident and crime scenes, such as directing traffic and taking measurements.

- Takes reports and prepares information regarding abandoned vehicles.

- Conducts house checks, business checks and welfare checks of the elderly or infirm persons.

- Conducts beat checks (as supplement to beat officers checks).

- Transports victims and witnesses to and from the police station.

- Completes tow in reports and waits for wrecker.

- Conducts police vehicle transport activities.

- Picks up and delivers messages or items for officers and delivers correspondence between main station and sub-stations.

- May drive City vehicles.

- Perform other duties as required.

### **Knowledges, Skills and Abilities**

Ability to acquire knowledge of departmental rules, regulations and procedures, first aid methods and techniques and investigative techniques and practices.

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

Ability to exercise good judgement in non-emergency situations.

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.

### **Necessary Special Qualification**

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 be a U.S. citizen, at least 18 years of age or older at date of hire and have an intention of becoming a Police Officer.

Must attempt to proceed into the sworn rank when eligible and, within one year of reaching eligibility, receive certification by the State of New Mexico as a sworn Law Enforcement Officer, unless an education waiver has been granted.

Must maintain a telephone at place of residence.

Weight and height must be proportionate.

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.

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

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

Must not have been arrested and convicted of any misdemeanor crime within two years of date of application.

### **Other Necessary Requirements**

Must submit the, "Personal History Release and Waiver" and "Physical Fitness Release and Consent" forms with the application.

Must submit the "Supplemental Questionnaire", "Willingness Questionnaire", "Personal History Questionnaire" and Personal History Supplements with the application.

Must pass a pre-employment physical fitness demonstration, and personal interview

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

***IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268***