

Police Department Preliminary Application For Employment



Town of Taos
400 Camino de la Placita
Taos, New Mexico 87571

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, veteran status or any other protected class, or the presence of a medical condition or disability (unless there exists a required bona fide occupational qualification for a position).

Vacancy Announcement # or Job Title: _____

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- Read** the following information before completing this Preliminary Application.
- Read** all the instructions and questions before completing any section of this Preliminary Application.
- The information provided by you on this Preliminary Application will be used to determine your qualifications for employment. Questions that do not apply to you, mark N/A (not applicable).
- Type or print in **black ink** only.

OMISSIONS, MISSTATEMENTS OR FALSIFICATIONS

- All questions must be answered as thoroughly as possible.
- Incomplete information will cause delays in processing your application and in receiving a date to take the written exam.
- All statements made by you in the Preliminary Application and Application for Competitive Examination will be verified with a polygraph examination and background investigation.
- Any omissions, misstatements or falsifications will be cause for rejection of this preliminary application, elimination from further competition, removal of your name from the eligibility list or discharge from employment.**

COMPLETED APPLICATIONS

Completed Preliminary Applications must be either mailed or hand delivered to the following address. Out-of-state Preliminary Applications also must be sent to the following address:

Town of Taos
Attn: Human Resources Department
400 Camino de la Placita
Taos, NM 87571

Once your Preliminary Application has been received, the Human Resources Department and the Taos Police Department will review it. The Taos Police Department will make a determination based on the information that is in the Preliminary Application and determine if you meet the minimum qualifications for the position before the written exam will be scheduled. You will be contacted either by mail or by telephone concerning when and where you are to report to take the written exam. An Agility Test will be administered by Taos Police Department based on standards set forth by New Mexico Department of Public Safety Training Center.

TESTING PROCEDURES

You will be required to present a picture identification of yourself when you arrive to take the written exam. This exam will take 2 to 3 hours to complete. After the written exam is completed, the Town of Taos Police Department will grade your test. If you pass the written exam with a minimum score of 70%, you will be given an Application for Competitive Examination (Police Department Post Application). **If you fail any portion of the written exam, or if you fail to show up at the scheduled date and time for the exam, you must contact the Taos Police Department to reschedule for another exam.**

APPLICANT NAME (Print): _____

DATE: _____

Police Department Cadet and Commissioned Officer

The following is a list of criteria that has been established for the Taos Police Department for applicant review and disqualification.

POLICE CADET ONLY:

- Applicants must pass an Agility Test with standards set forth by New Mexico Law Enforcement (NMLEA).

POLICE CADET AND COMMISSIONED OFFICER:

- Any history of discipline, termination or resignation in lieu of termination may be grounds for disqualification.
- Applicants will be required to successfully complete a written examination with a score of 70% to be considered for employment with the Taos Police Department. An applicant who fails the exam twice will not be eligible to retest for a period of one year.
- Applicants must have and pass a complete background investigation as required by the Taos Police Department.
- Once the applicant has been made a contingent pre-employment offer as either a cadet or commissioned officer, must successfully complete a psychological examination, physical examination, and polygraph administered by contracted professionals and staff members designated by the Taos Police Department. The cost of said examinations and test will be borne by the Taos Police Department.
- Successful applicants for employment are required to serve a one-year probationary period.

COMMISSIONED OFFICER ONLY:

- Each applicant must comply with all departments of Public Safety, Training and Recruiting Division, New Mexico Peace Officer certification requirements, including but not limited to meeting all other certification requirements necessary to perform the duties of a Taos Police Department officer. If the applicant does not possess the required certification, the applicant will be required to attend a school for certification at the Department of Public Safety Training and Recruiting Division as required by New Mexico State statutes. All expenses associated with basic law enforcement certification will be borne by the Taos Police Department.
- If the applicant had been employed by another police agency prior to applying with the Taos Police Department, all certificates of training are to be submitted with the application for employment.
- The applicant shall submit any other information as required by the Town of Taos Police Department.

Taos Police Department Drug & Alcohol Use Policy

The following is a list of drug and alcohol criteria that has been established for the Taos Police Department for applicant review and disqualification.

Illegal Use or Possession of Drugs

(a) The following examples of illegal drug use, habitual drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:

1. Any adult (18 and older) use, or possession of a drug classified as a hallucinogenic within seven years or any habitual use prior to application for employment.
2. Any use or possession of marijuana within one year prior to application for employment.
3. Any other illegal adult (18 and older) use or possession of a drug not mentioned above (including Cocaine, Heroin, Methamphetamines etc.) prior to application for employment.
4. Any illegal adult (18 and older) use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college-accredited courses related to the criminal justice field.
5. Any adult (18 and older) manufacture or cultivation of a drug or illegal substance.
6. Failure to divulge to the police department during the background investigation any information about personal illegal use or possession of drugs.
7. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.

(b) The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:

1. Any illegal use or possession of a drug as a juvenile (Under the age of 18).
2. Any illegal adult (18 and older) use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above; (e.g., marijuana use longer than one year ago or cocaine use longer than three years ago.)
3. Any illegal or unauthorized use of prescription medications as an adult (18 and older).

Driving under the influence of liquor or drugs:

(c) Any Driver convicted of a second or subsequent DWI offense within 5 years of the beginning of the current fiscal year shall be excluded from coverage by the New Mexico Self- Insurers' Fund and therefore cannot be considered for hiring. Drivers hired after the beginning of the fiscal year shall be excluded from coverage by the New Mexico Self-Insurer's Fund if they have a second or subsequent DUI conviction within five years of the date application and therefore cannot be considered for hiring.

1. As per NMSA 1978 § 29-7-6, an applicant for certification to be a peace officer shall provide evidence satisfactory to the board that he has 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 his application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
2. Therefore, if convicted of DUI within a 3 year period immediately preceding application for employment, an applicant shall not be considered for employment as a Peace Officer for the Town of Taos.

The Taos Police Department has established the above criteria to ensure the selection and hiring of the highest quality candidates and to protect the Town of Taos from litigation, occurrences or situations which may put the Town of Taos in awkward or negative standings with the community.

I have read the above and fully understand the Drug and Alcohol criteria established for the selection of potential Taos Police Department Officers.

Applicant

Date

Witness: Town of Taos Representative

Date

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Physical Address _____
City State Zip Code

Mailing Address _____
City State Zip Code

Email Address _____

Telephone: Home _____ Other: _____

MINIMUM QUALIFICATIONS

Minimum qualifications are outlined in the job vacancy listing that can be found in the Town of Taos Human Resources Department. You will be required to answer each question below. Remember that you need to be honest in answering all questions.

NOTE: Marking yes or no to any of the following questions will not necessarily disqualify you from the application process.

- 1. Are you at least 21 years of age? (Applicants can be 20 years of age as long as they turn 21 before the graduation date of the academy) Yes No Initials _____

- 2. Do you possess a high school diploma or GED? Yes No Initials _____

- 3. Proof of United States citizenship is required for employment as a Police Officer under NM Statute 29-7-6. Can you submit verification of United States Citizenship? Yes No Initials _____

- 4. Do you have a valid New Mexico Drivers License? Yes No Initials _____

- 5. Have you ever served in the armed forces of the United States? Yes No Initials _____
If yes, what branch? _____
Type of discharge or separation: _____

- 6. Are you willing to attend a 20 week Basic Police Academy in Santa Fe, NM? Yes No Initials _____

- 7. Are you willing to work all different shifts, overtime and holidays? Yes No Initials _____

- 8. Are you willing to qualify with and carry a firearm? Yes No Initials _____

- 9. Are you willing to defend yourself and others in dangerous situations? Yes No Initials _____

- 10. Are you willing to use physical or deadly force if necessary? Yes No Initials _____

- 11. Are you willing to investigate traffic accidents in all weather conditions and different times of the day? Yes No Initials _____

- 12. Are you willing to search a dark building to find a suspect? Yes No Initials _____

- 13. Are you willing to investigate crimes or crime scenes that may involve human death? Yes No Initials _____

- 14. Are you willing to conduct interviews of victims or suspects of crimes? Yes No Initials _____

- 15. Are you willing to arrest violators of the law that may be violent? Yes No Initials _____

Education

High School Graduate / GED Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate grade completed. _____			
<input type="checkbox"/> Vocational / Technical: _____		Hours Completed: _____	
<input type="checkbox"/> School - Major Field: _____			
<input type="checkbox"/> Business College: _____		Hours Completed: _____	
<input type="checkbox"/> Major Field: _____			
<input type="checkbox"/> College or University Name: _____			
Undergraduate		Graduate	
School(s): _____		School(s): _____	
Major Field(s) _____		Major Field(s) _____	
Hours Completed: _____		Hours Completed: _____	
Degree(s) Received: _____ (Copies of diploma and/or transcripts may be requested upon offer of employment)			
1. License/Certificate Issued by: _____			
Field / Trade / Specialization: _____	Lic. / Cert. Number: _____	Issue Date: _____	Exp. Date: _____
2. License/Certificate Issued by: _____			
Field / Trade / Specialization: _____	Lic. / Cert. Number: _____	Issue Date: _____	Exp. Date: _____

State any additional information you feel may be helpful to us in considering your application.

The Town of Taos is a designated drug-free and violence-free workplace. Are you willing to submit to a full background check, drug screening and alcohol screening? Yes No

If no, please explain: _____

Professional References (Not Relatives)

Name	Address	Phone

Experience

May inquiry be made of your current and past employers regarding your character, qualifications and record of employment?

Yes No If no, please indicate to which employers it applies and why:

Note: Volunteer or unpaid but relevant experience may be considered in the same manner as paid experience. Verification of volunteer duty will be required.

1	Employer's Name or Organization Volunteered With	Type of Business			From (Mo./Yr.)	To (Mo./Yr.)
	Employer's Address	City	State	Zip	Your Job Title	
Supervisor's Name	Phone Number	Check One <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Hours per Week	START Mo. Pay	LAST Mo. Pay
If you supervised employees, please indicate number and give dates.			Location of employment (City & State) if different from employer's address.			
Duties:						
Reason for Leaving:						Do Not Write In This Area
						Years Months

2	Employer's Name or Organization Volunteered With	Type of Business			From (Mo./Yr.)	To (Mo./Yr.)
	Employer's Address	City	State	Zip	Your Job Title	
Supervisor's Name	Phone Number	Check One <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Hours per Week	START Mo. Pay	LAST Mo. Pay
If you supervised employees, please indicate number and give dates.			Location of employment (City & State) if different from employer's address.			
Duties:						
Reason for Leaving:						Do Not Write In This Area
						Years Months

3	Employer's Name or Organization Volunteered With	Type of Business			From (Mo./Yr.)	To (Mo./Yr.)
	Employer's Address	City	State	Zip	Your Job Title	
Supervisor's Name	Phone Number	Check One <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Hours per Week	START Mo. Pay	LAST Mo. Pay
If you supervised employees, please indicate number and give dates.			Location of employment (City & State) if different from employer's address.			
Duties:						
Reason for Leaving:						Do Not Write In This Area
						Years Months
4	Employer's Name or Organization Volunteered With	Type of Business			From (Mo./Yr.)	To (Mo./Yr.)
	Employer's Address	City	State	Zip	Your Job Title	
Supervisor's Name	Phone Number	Check One <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		Hours per Week	START Mo. Pay	LAST Mo. Pay
If you supervised employees, please indicate number and give dates.			Location of employment (City & State) if different from employer's address.			
Duties:						
Reason for Leaving:						Do Not Write In This Area
						Years Months

Additional Experience. Note: For additional experience blocks, please use continuation sheet.

I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may be sufficient cause for rejection of this application or dismissal after employment. I give the Town of Taos the right to investigate all references and to secure additional information about me and my prior work history as indicated herein. I hereby release from liability the Town of Taos, its representatives, all references, schools and/or previous employers for furnishing such information. I understand that this application shall become a public record upon receipt and therefore shall be available for public inspection pursuant to law.

Signature of Applicant

Date

THANK YOU FOR TAKING INTEREST IN THE TOWN OF TAOS

VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE

Applicants for employment by, and incumbent employees of, public agencies may be solicited to voluntarily declare their ethnic identification, provided this information shall be for research and statistical purposes only.

Please complete this section. **It will be detached and kept separate and confidential.** It will not be used in any way to make employment decisions.

Position: _____

Date: _____

Gender:

Male Female

Is your age 40 or over?

Yes No

Are you a person with a disability?

Yes No

Will you require accommodations for testing and/or employment?

Yes No

Ethnic Category:

White Black Hispanic
 Asian or Pacific Islander American Indian or Alaskan Native

Indicate specific source from which you learned about the position:

- Newspaper (specify): _____
- Job Fair (specify): _____
- Organization (specify): _____
- Employee Referral (specify): _____
- Website (specify): _____
- Town of Taos Human Resources Department
- New Mexico Department of Labor
- Other (specify): _____

ENTRANCE FITNESS STANDARD



New Mexico Law Enforcement Academy

2016

FITNESS STANDARDS FOR BASIC POLICE OFFICER TRAINING ACADEMY ENTRANCE

Prior to entering a Basic Police Officer Training (BPOT) program the student must demonstrate a minimum fitness level as measured by the following battery of four tests. These tests were adopted by the NMLEA Board on June 8, 2016. A standard protocol is explained for each test. Each student will be tested TWO WEEKS prior to the first day of the training program. Those students who do not meet the minimum standard in all tested categories will be dismissed and rescheduled for a subsequent academy.

Complete medical exam packets (LEA-3) must have been received and final clearance approved prior to Physical Fitness testing being administered by Academy staff.

Tests are not required to be administered in the order listed.

All entrance times were set by the NMLEA Board on June 8, 2016.

Aerobic Power

1.5 Mile Run.

Above 6000 Feet

15:54 (minutes:seconds)

Below 6000 Feet

15:14 (minutes:seconds)

Anaerobic Power

300 Meter Run

71.0 seconds

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

1. The student should refrain from smoking, chewing tobacco, caffeinated drinks, energy aides, or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and proper warm-up exercises.
3. During the administration of the test, the students will be informed of their lap times. If several students run at once, their individual times at the finish will be called out and recorded later.
4. An important consideration at the end of the runs is the "cool down" period. The students should be cautioned about *not* sitting or standing stationary after the run to prevent venous pooling. They should be instructed

to walk at least an additional five minutes to enhance venous return to aid and assist in recovery.

5. The student should remember to properly stretch before and after each exercise to prevent any injuries.

Muscular Endurance

1 minute maximum number of **sit-ups**

27 repetitions

1. The student starts by lying on their back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head.
2. Partner holds the feet down firmly.
3. In the up position, the student should touch the elbows to knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position. No rocking hips. If fingers become unlaced, adjustment must be made in the up position

Upper Body Strength

1 minute maximum number of **push-ups**

15 repetitions

1. The hands are placed about shoulder width apart. The administrator or partner places a fist on the floor below the student's chest at the midpoint of the sternum (unless a male is testing a female).
2. Starting from the up position (elbows fully extended), the student must keep the back straight at all times (no swayback or elevated hips) and lower their body to the floor until the chest touches the administrator's fist. Student then returns to the up position. Any resting should be done in the up position.
3. Modified push-ups are no longer optional for female applicants. All applicants are required to perform standard push-ups as described in number 1. and 2. above.

MID-POINT FITNESS STANDARD

All times were set by the NMLEA Board on June 8, 2016.

Students **MUST** meet or exceed these standards prior to receiving certification.

Aerobic
Power 1.5 Mile Run

Above 6000 Feet

15:04 (minutes:seconds)

Below 6000 Feet

14:24 (minutes:seconds)

Anaerobic Power
300 Meter Run

67.5 seconds

Muscular Endurance

1 minute maximum number of sit-ups

32 repetitions

Upper Body Strength

1 minute maximum number of push-ups

20 repetitions

EXIT FITNESS STANDARD

All exit times were set by the NMLEA Board on June 8, 2016.

Students **MUST** meet or exceed these standards prior to receiving certification.

Aerobic
Power 1.5 Mile Run

Above 6000 Feet

14:15 (minutes:seconds)

Below 6000 Feet

13:45 (minutes:seconds)

Anaerobic Power
300 Meter Run

64.0 seconds

Muscular Endurance

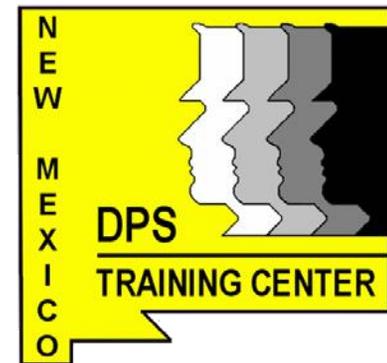
1 minute maximum number of sit-ups

37 repetitions

Upper Body Strength

1 minute maximum number of push-ups

25 repetitions



EXIT AGILITY STANDARD

Passing Score (3 minutes 5 seconds)

Course #1: Officer starts seated in his vehicle, hands on the steering wheel with seatbelt in use and wearing a 10lb. weight belt or vest around waist to simulate a gun belt. As the timed exercise begins, the officer will:

1. Release seatbelt and open vehicle door.
2. Run 30 feet and open building door.
3. Cross 4ft. threshold, run up two flights of stairs and pause for 60 sec. (Rise and Run of 7"x11" is standard, 8"x10" or 6"x12" are acceptable. Standard floor landings are 10' high.) If only one floor is available it is acceptable to run up, run down, run up and pause 60 seconds. After 60 seconds, runs down the stairs and out the door. There is no restriction on how the officer negotiates the stairs, however both feet must contact the top and bottom stair.
4. Run 100' from door to a 5' high platform, run up steps, ladder, or ramp to the top of the platform and jumps down.
5. Run 37.5', turn and reverse touching the ramp, run 25 feet to a 6' high wall and scale it. The wall is constructed of unpainted cinder block with a smooth top. If the applicant chooses, he or she may drag a rigid aid or object 10' from the side of the wall and use it to scale the wall. The rigid object will have handles, a flat top, weigh 50lbs. and be 25" tall.
6. After scaling the wall, run 50' to a handcuff/arrest simulator, put arms down, touch ends and hold for 60 seconds. Arrest simulator is 5' high with 60lbs. resistance in the right arm and 40lbs. in left arm. END exercise.

Course #2: Officer starts from a standing position wearing a 10lb weight belt or vest around waist to simulate a gun belt. As the timed exercise begins, the officer will:

1. Run 30' straight ahead and jump across a 4' wide barrier. The barrier is low to the ground, e.g. a ditch, highway divider, etc.
2. Run 12.5' and climb, jump, or hurdle over a 3' high barrier. The barrier is to resemble a fence or low wall, no more than 4" wide and at least 8' long, made of metal or wood.
3. Run 12.5' to the back of a vehicle equivalent to a full-sized police vehicle and push it 30' on a flat surface in the direction of a clear area where a victim extraction will take place. The car is occupied by a dummy (victim) wearing a seatbelt and weighing 190lbs. +/- 10lbs. The dummy must meet standards established by the New Mexico Law Enforcement Academy.
4. Approach the victim's door; open the door; undo the seatbelt; pull the victim out of the vehicle and drag them 20' perpendicular to the direction of the vehicle.
5. Both officer and dummy (victim) must completely cross the finish line to END the exercise.

Passing Score (42 seconds)



*For additional information,
please contact:*

**Department of Public Safety
Training Division**
4491 Cerrillos Road
Santa Fe, New Mexico 87507

(505) 827-9251 (505) 827-3449 FAX
Albuquerque Local (505) 858-3176
Toll Free 1-877-237-7532 in NM Only

Website:
<http://nmlea.dps.state.nm.us/>