



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

## 1-85 RECRUITING UNIT

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOPs

[3-41 Complaints Involving Department Personnel](#)

B. Form(s)

PD 1002 Ride-Along Form

PD 2409 No Score Physical Abilities Test (PT) Form

C. Other Resource(s)

Americans with Disabilities Act of 1990

[APDonline.com](http://APDonline.com)

Recruiting Unit Operations Manual

D. Rescinded Special Order(s)

None

### 1-85-1 Purpose

The purpose of this policy is to outline the rules, roles, and responsibilities of the Albuquerque Police Department's (Department) Recruiting Unit in implementing the Department's Strategic Recruitment Plan in order to increase the number of qualified applicants from the community who enter the selection process to become police officers or Police Service Aides (PSA) to enable the Department to fulfill its obligation to consider applicants for employment without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or disabled veteran status.

### 1-85-2 Policy

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

N/A

### 1-85-3 Definitions

A. APD Interest Card Application

A web-based application that a person seeking to become a police officer completes during the initial step in the hiring process. The APD Interest Card Application automatically assesses the police applicant for eligibility to continue in the hiring process, which is completed electronically when the applicant completes an APD Interest Card Application.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

B. Experienced Lateral Police Officer

A state-certified law enforcement officer who has two (2) years' law enforcement experience with a certified law enforcement agency. The police officer's certification may be in state or out-of-state.

C. No Experience Lateral Police Officer

A state-certified law enforcement officer with a minimum of six hundred-and-seventy-seven (677) hours of law enforcement or military police training. The police officer's certification may be in state or out-of-state.

D. Police Applicant

An individual who has submitted an APD Interest Card Application through APDonline.com, who meets all eligibility criteria listed on the website, and who is qualified to select a test date.

E. Police Service Aide (PSA)

A civilian Department position that assists sworn personnel in fulfilling and responding to non-critical calls that do not necessitate a response by sworn personnel.

F. Recruiting Unit Supervisor

A sworn or civilian Department employee who, if sworn, holds the rank of Sergeant or above, or who, if civilian, holds the position of Director.

G. Strategic Recruitment Plan

A plan that includes consulting with community stakeholders to develop strategies and communicating through social media platforms to attract a broad pool of qualified police applicants from diverse groups within the community. A detailed plan with clear goals, objectives, and action items can be found in the Recruiting Unit Operations Manual.

7

1-85-4

**Recruiting Unit Responsibilities**

A. The Recruiting Unit Supervisor shall:

1. Oversee the daily operations of the Unit including sworn or any civilian personnel assigned to the Recruiting Unit;
2. Create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

3. Collaborate with Background Investigations Unit personnel; and
4. Be knowledgeable about disqualification criteria and steps in the selection process.

B. The Recruiting Unit Detective shall:

1. Coordinate the Department's application process for any police applicant;
2. Engage with police applicants to provide guidance or assistance with any portion of the testing process, and may provide sample tests for the physical fitness assessment and written exams;
  - a. The Recruiting Unit Detective may offer to review police applicants' document packets for completeness and to answer questions.
  - b. The Recruiting Unit Detective may administer the City of Albuquerque entrance exam, Nelson-Denny exam, physical abilities test, and collect applicants' Personal History Statements (PHS);
3. Attend assigned career fairs, social gatherings, or classes for the purpose of recruiting applicants to the Department;
4. Possess human resources administrative knowledge, as well as knowledge of equal opportunity requirements, and Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection;
5. Maintain relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of applicants across all demographics;
6. Organize, maintain, and keep all equipment clean in serviceable condition. Equipment includes, but is not limited to:
  - a. Recruiting Unit display vehicle(s);
  - b. Brochures;
  - c. Tents;
  - d. Posters;
  - e. Monitors;
  - f. Current promotional items;
  - g. Recruiting Mobile Data Terminals (MDT) for display; and
  - h. Any other device, object, or material used by Recruiting Unit personnel.
7. Review the APDonline.com database for police applicants' status on a daily basis;
8. Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

9. On a daily basis, review Recruiting Unit mail, emails, texts, and voice messages and respond to emails or other electronic or written correspondence in a timely manner;
10. Maintain all online and social media platforms, including, but not limited to:
  - a. APDonline.com to ensure content reflects the latest and most accurate information; and
  - b. Social media platforms to ensure fresh content is uploaded and respond to messages, as appropriate.
11. Be committed to providing strict security and confidentiality of the recruitment and selection process.
  - a. All information obtained by the Recruiting Unit is restricted to authorized personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP).
  - b. Under no circumstances shall information be released without a court order.
  - c. Strict adherence to established information management and confidentiality procedures are required and mandatory for all personnel involved in the selection process.
  - d. The files shall remain in a secure facility and shall only be accessed by authorized personnel.
  - e. Each full-time employee of the Recruiting Unit shall be required to sign a confidentiality agreement.
    - i. The Recruiting Unit Supervisor shall report all potential violations of Department policy by Recruiting Unit personnel outlined in the confidentiality agreement to the Internal Affairs Professional Standards (IAPS) Division, consistent with SOP Complaints involving Department Personnel.
  - f. Collateral recruiters are prohibited from having access to confidential applicant information and, therefore, are not required to sign a confidentiality agreement.

3

C. Recruiting Unit Collateral/Contracted Personnel

Department personnel may assist Recruiting Unit personnel by performing the responsibilities of a Recruiting Unit Detective in a collateral/contracted assignment, at the direction of the Recruiting Unit Supervisor.

D. The Recruiting Unit Administrative Assistant shall:

1. Answer telephones, take messages when necessary, and/or refer callers to the appropriate recruiter, background investigator, or supervisor;
  - a. If the call is not related to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

2. Provide only basic information to potential police applicants and shall refer interested police applicants who call-in or show-up in person to a recruiting detective;
3. Perform data entry functions or administrative tasks; and
4. Perform other duties as assigned by the supervisor of the Recruiting Unit or their designee.

E. The Academy Division Commander shall determine application deadlines for any upcoming Academy Division classes that are posted on APDOnline.com.

**7** 1-85-5 **Media Recruitment Campaign**

A. Recruiting Unit personnel shall develop a media campaign using multiple media platforms to publicize recruitment efforts.

B. The annual recruitment campaign includes, but is not limited to:

1. Print and digital advertising;
2. Radio advertising;
3. Television advertising;
4. Printed recruitment information;
5. Sponsoring recruitment job fairs;
6. Attending career and job fairs;
7. Social media; and
8. External online job sites.

C. Recruitment materials shall include a description of police duties, responsibilities, skills, as well as education and physical requirements.

**7** 1-85-6 **Community Outreach**

A. In order to maximize the Department's recruiting efforts, Recruiting Unit personnel shall develop and maintain contact with community stakeholders and shall exchange recruiting information with outside agencies, such as the New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, and advertising and media personnel.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

1. Recruiting Unit personnel shall consult with community stakeholders and Community Policing Councils (CPC) for recommendations to develop strategies to attract a diverse pool of applicants to apply for police officer and PSA positions in the Department.
2. Recruiting Unit personnel shall create and maintain sustained relationships with community stakeholders to enhance recruitment efforts.

B. Career Fairs and Conferences

1. Recruiting Unit personnel shall be paid for their participation in any career fair, conference, or other event consistent with Department policy and only upon approval from the Recruiting Unit Supervisor. Any free events shall be approved by the Recruiting Unit Supervisor prior to attendance.
  - a. Career fairs and conferences may be held in person or virtually.
2. The Recruiting Unit Supervisor or their designee shall assign recruiters to attend career fairs and conferences.
  - a. The recruiters are responsible for preparing exhibits.
  - b. In cooperation with the Public Information Officer or their designee, public service announcements are sent to local radio and television stations when appropriate.
  - c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting applicants. If events are identified, every effort should be made to attend the additional event(s).
  - d. Approval for and payment of expenses associated with travel shall follow Department policy regarding approval and payment.

C. Conducting Career Fairs and Attending School Facilities

1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Strategic Recruitment Plan by:
  - a. Conducting career fairs; and
  - b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities.

7 1-85-7

**Annual Reporting**

- A. Recruiting Unit personnel shall prepare annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, selectees, and the extent to which the Unit was able to recruit applicants with needed skills; and



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

1-85 (Formerly 6-2)

Effective: 02/25/2022

Review: 02/25/2023

Replaces: 08/31/2017

1. The annual report shall discuss any challenges to recruiting high-quality applicants from a broad cross section of the community. The information from the annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.