



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 6-2

Effective: 05/03/16 Expires: 10/30/16 Replaces: 05/10/06

## 6-2 RECRUITING UNIT

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### 6-2-1 POLICY

The Recruiting Unit endeavors to recruit capable and qualified individuals from a broad cross section of the community to enter the selection process and to attend the Albuquerque Police Academy. Through a Strategic Recruitment Plan, the Recruiting Unit will use community outreach and modern media tools to attract qualified applicants. The Recruiting Unit screens for the positions of Police Officer, Lateral Officer, Reserve Officer, and Police Service Aide. The Department recruits individuals without regard to race, color, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era or disabled veteran status.



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**6-2-2 DEFINITIONS**

A. Candidate

An individual who has successfully passed all application steps but has not yet been given an appointment to the Academy.

B. Disqualification

The removal from consideration and/or the cessation of processing an applicant or candidate for an academy class. Any applicant who fails twice (any step) during any one process will not be allowed to re-apply for six months. Any applicant who fails the written, B-PAD or Nelson-Deny will not be allowed to re-apply for six months.

Disqualification can be for one or more selection processes at the discretion of the Section Commander.

C. Felony Crime

Any act, adjudicated, or undiscovered, reported or un-reported, that would be deemed a felony as enumerated in the New Mexico State Statutes or United States Criminal Code. This includes any act committed by a juvenile that would be charged as a felony if committed by an adult.

D. Misdemeanor Crime

Any act, adjudicated or undiscovered, reported or un-reported, that would be deemed a misdemeanor as enumerated in the City of Albuquerque Ordinances, New Mexico State Statutes or United States Criminal Code. This includes any act committed by a juvenile that would be charged as a misdemeanor if committed by an adult.

E. Process

The period of time beginning when the Recruiting Unit tests for an Academy cadet class and ending when all cadets are selected for that cadet class.

F. Qualified Applicant

An individual who has met the preliminary qualifications and who has filled out an interest card.

G. Traffic Offense

Any act, adjudicated or undiscovered, that would be deemed a traffic offense as enumerated in the New Mexico State Statutes or City of Albuquerque Ordinance. This includes all parking violations as provided by any local ordinance.



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**6-2-3 ADMINISTRATION AND PERSONNEL**

A. Director of Training

The Director of Training is the division head over the APD Academy, including the recruiting unit. The Director is responsible for overseeing the creation of the Strategic Recruitment Plan and ensuring that the unit's activities conform to the goals and objectives of the Plan.

B. Lieutenant

Commander of the Section. The lieutenant is responsible to the Director of Training. The lieutenant monitors and directs all functions of the Selection & Training Section. The lieutenant is authorized and required to update and modify rules and procedures set forth in the Section SOP manuals under his/her command. This would include changes to hiring requirements such as changes to state requirements set forth in New Mexico Statutes and the New Mexico Administrative Code, which establish basic requirements for Law Enforcement Certification and any other similar changes in procedure for the units under his/her command.

C. Sergeant

Supervisor of the Unit. The sergeant reports to the lieutenant of the Selection and Training Section. The sergeant:

1. Monitors the entire recruiting and selection process and supervises all assigned support staff.
2. Orients and trains unit recruiters and detectives.
3. Completes monthly statistics by the last day of each month.
4. May delegate the task of maintaining statistics to a support staff member who will be responsible for:
  - a. Maintaining Recruiting and Selection statistics.
  - b. Completing cadet class reports 30 days after the start of the Academy training.
5. Coordinates and monitors all applicant medical examinations through Employee Health.
6. Ensures all State DPS forms are completed on each candidate and that each candidate's packet of forms is complete and is delivered to DPS two weeks prior to the start of the Academy.



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7. The following are the forms required by NMDPS:

- a. [Form LEA-1](#): Application for Admission/Certification
- b. [Form LEA-2](#): Employment Verification (original signatures)
- c. [Form LEA-3](#): Medical Examination Procedures, Medical History (original signatures, dated within one year of admission to Academy)
- d. [Form LEA-4](#): Current Psychological Examination (original signatures, dated within one year of admission to Academy)
- e. [Form LEA-5](#): Fingerprint Affidavit (original signatures)
- f. [Form LEA-6](#): Applicant Affidavit (original signatures)
- g. [Form LEA-8](#): Waiver of Liability (original signatures)
- h. [Form LEA-9](#): Release of Information (original signatures)
- i. [Form LEA-12](#): Applicant Affidavit of US Citizenship.
- j. Notarized copy of high school diploma, G.E.D. certificate or college transcript.
- k. Notarized copy of current, valid driver's license (If a cadet's license expires during training at the Academy, a valid copy of the new license must be submitted at the time of issuance)
- l. Notarized copy of DD-214 (if applicable).

H. Recruitment Detective/Community Service Aide (CSA):

1. Gives information to and assists all walk-in police applicants.
2. Attends, as assigned, any career fair, social gathering, or class for the purpose of recruiting police applicants.
3. Serves as a [background investigator](#).
4. Possesses personnel administrative knowledge as well as knowledge of equal opportunity requirements, and the Americans with Disabilities Act (ADA) guidelines as they pertain to recruiting and selection.
5. Administers and scores the beginning stages of the selection process.
6. Maintains all display equipment, brochures, study packets, and other recruiting material and equipment.
7. Ensures that there are sufficient and complete materials for all tests.
8. Ensures that all elements of the selection process are administered, scored, evaluated, and interpreted in a fair and uniform manner.

I. Background Investigations Detective/ Community Service Aide (CSA):

1. Conducts extensive background investigations of candidates, including a candidate's character, qualifications, and ability to perform as a police officer.
2. Is thoroughly trained in the content and use of the selection process.



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3. Has received training in background investigation through classroom and/or on-the-job training.
  4. Conducts all preliminary and follow up interviews of applicants/candidates, and reviews all Personal History Statements that are returned, ensuring they are complete and accurate.
  5. Assists in administering, scoring, and evaluating of the initial stages of the selection process.
  6. Schedules and monitors the selection process for candidates from the background investigation stage through the final selection for the Academy.
  7. Ensures the final candidates selected for the Academy clearly understand the physical and mental requirements which will be expected of them.
  8. Confirms that candidates have picked up the orientation packet prior to the orientation.
  9. Coordinates scheduling of applicant physicals with the Physical Wellness Unit after Chief's Selection.
  10. May serve as a recruiter.
- J. Administrative Aide II (Background);
1. Organizes and creates background folders, including folders for background records checks.
  2. Sends out all prior residence letters, employment letters, and reference letters needed for background investigations.
  3. Sends out termination letters, congratulation letters and orientation packets.
  4. Conducts Interstate Information Index checks (III checks), I.D. checks, NCIC checks and Records checks.
  5. Maintains files of current and previous classes.
  6. Updates and verifies results in the recruiting and background computer tracking system (PRCR).
  7. Assists the Unit Sergeant in preparing the appropriate New Mexico Law Enforcement Academy documentation packets for each cadet once the Academy class has been selected. The packet includes birth certificate, DD-214, driver's license, high school diploma, medical forms, and other documentation as outlined in the application for certification.



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8. Compiles class information to track each class and class statistics, from the interest card stage through on-the-job-training (OJT).
9. Organizes and disseminates study packets for the internal selection board.
10. Responds to background information requests from other police departments.
11. Completes data entry of all testing scores and maintains applicant database (PRCR).
12. Performs other duties as assigned by the Recruiting supervisor or commander.

K. Administrative Aide (Recruiting):

1. Answers telephones. Takes messages when necessary and/or refers callers to the appropriate recruiter, background investigator, or supervisor. If not related to recruiting, refers caller to the appropriate agency or unit.
2. Provides only basic information to potential applicants. Interested applicants who call in or show up in person will be referred to a detective or CSA.
3. Mails information packets, study guides, and other various documents.
4. Enters and files interest applications.
5. Updates and verifies results in the recruiting and background computer tracking system.
6. Orders supplies for the section once a month.
7. Makes copies of necessary documents.
8. Creates new forms or documents and updates existing forms or documents when necessary.
9. Logs all incoming and outgoing mail.
10. Prepares and maintains testing applicant list.
11. Prepares materials for recruiting trips and job fairs.
12. Performs other duties as assigned by the Unit supervisor or commander.
13. Puts together civilian background folders.



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**6-2-4 DRESS ATTIRE FOR PERSONNEL**

- A. Personnel will always be professionally dressed in order to reflect favorably on the Department. This includes wearing the police uniform at career fairs, lectures, presentations, and other public appearances.
- B. Sworn male personnel shall wear their uniform or tie/jacket during activities in which there is citizen contact, especially during the interviewing of applicants or references.
- C. Sworn female personnel shall wear their uniform or be professionally dressed during activities in which there is citizen contact, especially during the interviewing of applicants or references.
- D. Uniform, tie/jacket, or professional attire will be required during assignment to In-take processing ("Barrel"). While otherwise engaged in a non-citizen contact activity dress may be casual, but appropriate for instances of random citizen contact.



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**6-2-5 APPLICATION DEADLINES**

Application deadlines for any class will be determined by the Section Commander and posted on [APDonline](#).





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**6-2-6 RECRUITING TASKS AND RESPONSIBILITIES**

- A. The Recruiting Unit is charged with taking all applications for the position of police officer, lateral officer, reserve officer, and police service aide, providing handouts and brochures, and scheduling the applicants for the testing.
- B. Each applicant is required to fill out an initial application. Out of town applicants may complete the application upon their arrival for the written test. If time permits, the recruiter may complete the application during an initial phone inquiry.
- C. Recruiters will initially screen all applicants, using the initial application, to ensure compliance with State and City minimum requirements. This is completed electronically when the applicant completes an interest card. The minimum requirements are listed in 6-2-8.
- D. If the applicant has previously applied, recruiters should research previous files to determine if the applicant is still eligible to re-apply.
- E. Once the recruiter makes the determination that the applicant meets the minimum qualifications, he/she will be scheduled for the desired testing dates.



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**6-2-7 OPERATIONAL PROCEDURES - SELECTION**

A. Class Selection Process

A specific selection process is initiated for each cadet class upon notification by the Selection and Training Section Commander.

B. Selection Period

Each cadet selection class has a specific beginning and end. During the course of any one-selection process, all components of the process should remain unchanged. Deviation from standard operating procedures may be authorized by the Section Commander as necessary to accomplish the mission of the Section.

C. Selection Materials

All selection materials used are confidential and strictly for the use of assigned staff and shall be kept in a locked or secured area when not being used.

D. Selection Responsibilities

The selection responsibilities include responsibility for processing an applicant/candidate through all phases of the selection process beginning with the background investigation, and informing about his/her status.

E. Interest Application

In order to participate in the selection process, the applicant must have on file with the Recruiting Unit, a current initial application card (i.e. interest card).

F. Picture I.D.

Each applicant/candidate is required to have a picture I.D. with him/her at each step of the selection process. Acceptable forms of picture I.D. are current driver's license, military I.D., or passport.



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**6-2-8 SELECTION STANDARDS AND QUALIFICATION CRITERIA**

The selection process is comprised of sequential selection steps. Generally, these steps are administered in the order outlined in the following paragraphs. However, this sequence may be varied for the needs and convenience of the Department at the direction of the Section Commander.

All interested applicants are required to fill out an automated interest card where information will be captured to determine eligibility. The following are the minimum qualifications for each position:

For any arrests or convictions that are reviewed on a case by case basis for disqualification, the unit sergeant will consider items such as severity of crime, date of incident in proximity to application, and age of applicant at date of incident to determine whether the arrest or conviction should disqualify the candidate.

**A. Police Cadet**

The minimum initial selection standards for an Albuquerque Police Department Cadet are:

1. Must be 21 years of age by date of graduation from the academy.
2. Must have a valid driver's license. New out-of-state hires must obtain a New Mexico driver's license within 30 days of hire date.
3. Must be a United States citizen.
4. Must have a high school diploma or GED.
5. Must have 32 credit hours from an accredited college or university (minimum 2.0 GPA). The college credit requirement will be waived if the cadet has 2 years of active military service or 4 years in the reserve/national guard. An honorable discharge is required, as stipulated the Veteran's Administration's DD-214. A general discharge will be considered on a case by case basis.
6. College requirements are waived if the cadet has 2 years of continuous service as either a City of Albuquerque Police Service Aide or Prisoner Transport Officer.
7. College requirements are waived if the cadet has 5 years of continuous service as a government or private sector employee.



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8. No felony convictions. Criminal activity in which the applicant was convicted of, pled guilty to, or entered a plea of *nolo contendere* to any felony charge, or was involved in any prosecution diversion program (PDP) as an adjudicated felon for a crime committed as an adult will be permanently disqualified. Delinquency adjudications as a juvenile will be considered on a case to case basis. Felony arrests will be evaluated on a case by case basis.
9. No misdemeanor convictions within the last 3 years from the date of initial testing. Candidates who, within 3 years preceding their written test date, were convicted of, pled guilty to, or entered a plea of *nolo contendere* to any violation of federal law, state law, or local ordinance that would be classified as a misdemeanor crime, will be reviewed on an individual basis (does not include minor traffic violations). Misdemeanor arrests will be evaluated on a case by case basis.
10. No Driving While Intoxicated (DWI) convictions within the last five years from the date of initial testing, whether from an administrative sanction by a Motor Vehicle Department, criminal conviction, or military disciplinary action. Multiple DWIs in the most recent 10-year period disqualifies an individual as an applicant. (Multiple is defined as 2 or more DWIs). DWI arrests will be evaluated on a case by case basis.
11. No conviction for a Domestic Violence crime as defined in the 1968 Gun Control Act and subsequent amendments codified at 18 U.S.C. § 921 *et seq.* Domestic related arrests will be reviewed on a case by case basis.
12. No use in the last 3 years of any illegal drug that would amount to a misdemeanor crime if found in possession (includes marijuana).
13. No use in the last 5 years of any illegal drug that would amount to a felony crime if found in possession (includes felony prescription drug use).
14. Any financial accounts referred to collections, written or charged off will be reviewed on a case by case basis and may result in disqualification.
15. Applicants who do not meet these requirements might be eligible under the Exceptional Candidate Waiver described below.
16. Exceptional Candidate Waiver

Applicants who do not have the 32 college credits necessary to test into the background process may be eligible to apply under an "Exceptional Candidate" category. The following criteria must be met to qualify for this category:

- a. Minimum 24 years of age.
- b. Stable, and positive work history. Any history of discipline, termination or resignation in lieu of termination is grounds for disqualification.
- c. Secure financial status.



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- d. Must commit to a minimum of 3 years of service with the Albuquerque Police Department.
- e. Must acquire 60 college credit hours from an accredited college or university within 3 years of completing on the job training (OJT).

B. Lateral Police Officer

The minimum initial selection standards for lateral police officer are:

1. Must be 21 years of age or older.
2. Must have a valid driver's license. New out-of-state hires must obtain a New Mexico driver's license within 30 days of hire.
3. Must be a United States citizen.
4. No felony convictions. Criminal activity in which applicant was convicted of, pled guilty to, or entered a plea of *nolo contendere* to any felony charge, was involved in any prosecution diversion program (PDP) as an adjudicated felon for a crime committed as an adult will be permanently disqualified. Felony arrests and acts of delinquency committed as a juvenile will be evaluated on a case by case basis.
5. No misdemeanor convictions within the last 3 years from the date of initial testing. Candidates who, within 3 years preceding their written test date, were convicted of, pled guilty to, or entered a plea of *nolo contendere* to any violation of federal law, state law, or local ordinance that would be classified as a misdemeanor crime, will be reviewed on an individual basis and may be cause for disqualification (does not include minor traffic violations). Misdemeanor arrests will be evaluated on a case by case basis.
6. No Driving While Intoxicated (DWI) convictions within the last five years from the date of initial testing, whether from an administrative sanction by a Motor Vehicle Department, criminal conviction, or military disciplinary action.
7. Multiple DWIs in the most recent 10-year period disqualifies an individual as an applicant. (Multiple is defined as 2 or more DWIs). DWI arrests will be evaluated on a case by case basis.
8. No conviction for a Domestic Violence crime as defined in the 1968 Gun Control Act and subsequent amendments codified at 18 U.S.C. § 921 *et seq.* Domestic related arrests will be reviewed on a case by case basis.
9. No use in the last 3 years of any illegal drug that would amount to a misdemeanor crime if found in possession (includes marijuana).
10. No use in the last 5 years of any illegal drug that would amount to a felony crime if found in possession (includes felony prescription drug use).



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11. Any financial accounts referred to collections, written or charged off will be reviewed on a case by case basis and may be cause for disqualification.
12. Must be currently employed by a law enforcement agency.
13. Must have at minimum four (4) years full time law enforcement experience investigating or responding to calls for service from the date of law enforcement certification.
14. Administrative actions, including any pending items with any board or commissions will be reviewed and may be cause for disqualification. This will include reviewing a lateral hire's history of using lethal and less lethal force, determining whether the lateral hire was named in a civil or criminal action; determining if the lateral was found liable in a civil or criminal action relating to the use of force; assessing the lateral hire's use of force training records and complaint history.
15. The lateral hire's history of using lethal and less-lethal force, civil or criminal action, use of force training records, and complaint history will be thoroughly researched and may be cause for disqualification.

C. Re-Employment of Sworn Police Personnel

A former police officer of the City of Albuquerque may be re-employed by the Police Department under the following conditions:

1. Consistent with the Merit Ordinance, the separation from the Police Department must be more than 30 days and less than two years. Individuals who have been previously terminated from the Police Department are not eligible for re-employment.
2. Must pass entry physical ability test as currently established and meet the 60% physical assessment standard by the end of OJT period.
3. Must successfully pass the background investigation.
4. Must successfully pass the Chief's Selection Board.
5. Must successfully pass the City Medical examination.
6. Must successfully complete the OJT phase with a Field Training Officer.
7. Must successfully complete a one-year probation period.



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8. Conditions of hire for pay purpose will allow the former officer to be re-employed at a rank no higher than Police Officer First Class at the previously held step. Service dates will be adjusted in accordance with the collective bargaining agreement or standard operating procedures.
9. Any applicant who has previously been employed by APD may be terminated from the process at any point, including prior to administration of the written test if the applicant:
  - a. Was dismissed from employment with the Department for cause; or
  - b. Resigned in lieu of dismissal from the Department; or
  - c. Resigned during an on-going Internal Affairs or criminal investigation into the conduct of the employee while they were employed with the Department.
10. Those applicants meeting any of the above conditions may be permanently terminated from the process upon consultation between a background investigator, the selection unit sergeant, the commander in charge of the Selection and Training Section, and with the concurrence of the Professional Standards Division Commander.

D. Police Service Aide

The minimum initial selection standards for police service aide are:

1. Must be 18 years of age or older.
2. Must have a valid driver's license.
3. Must be a United States citizen.
4. Must have a high school diploma or equivalent (GED).
5. No misdemeanor convictions within the last 3 years. Candidates who within 3 years preceding their written test date, have been convicted of, pled guilty to, or entered a plea of *nolo contendere* to any violation of federal law, state law, or local ordinance that would be classified as a misdemeanor crime, will be reviewed on an individual basis and may be cause for disqualification (does not include minor traffic violations). Misdemeanor arrests will be evaluated on a case by case basis.
6. No conviction for a Domestic Violence crime as defined in the 1968 Gun Control Act and subsequent amendments codified at 18 U.S.C. § 921 *et seq.* Domestic related arrests will be reviewed on a case by case basis.
7. 18-20 year olds must not have used a misdemeanor illegal drug (i.e. marijuana) within the last 6 months. 21 years or older must not have used a misdemeanor illegal drug (i.e. marijuana) in the last 3 years.



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8. No Driving While Intoxicated (DWI) arrests within the last 5 years whether from an administrative sanction by a Motor Vehicle Department, a criminal conviction or a military disciplinary action.
9. No multiple DWIs within the last 10 years whether from an administrative sanction by a Motor Vehicle Department, a criminal conviction or a military disciplinary action.
10. No felony convictions. Criminal activity in which applicant has been convicted of, pled guilty to, or entered a plea of *nolo contendere* to any felony charge as an adult, has been involved in any prosecution diversion program (PDP) as adjudicated for a felony crime committed will be permanently disqualified. Delinquency adjudications as a juvenile will be considered on a case by case basis. Felony arrests will be evaluated on a case by case basis considering items such as severity of crime, date of incident in proximity to application, and age of applicant at date of incident.
11. Any financial accounts referred to collections, written or charged off will be reviewed on a case by case basis and may be cause for disqualification.

E. Reserve Officer

Minimum initial selection criteria for Reserve Officer:

1. Qualifications for a Reserve Officer will be the same as a police cadet.
2. Reserve officers must have a high school diploma or GED.
3. Must be willing to volunteer a minimum of 8 hours per month.





## 6-2-9 STEPS IN SELECTION PROCESS

The selection process is comprised of the following selection steps.

### A. Step 1 - Initial Application/Interview

Purpose: To identify applicants that meets the preliminary minimum entrance selection standards and qualifications.

1. At the time of initial contact, the initial application form (interest card) is filled out. A brief interview is conducted. Eligibility requirements are discussed with the applicant and initial pre-screening is conducted. Upon meeting the minimum entrance standards, the applicant is scheduled for testing. A study guide for the written test is provided and the physical assessment requirements are thoroughly discussed at this time.
2. Upon review and approval of the Section Commander, failure to appear for testing and properly re-schedule or failing to appear for testing without a legitimate excuse will result in an applicant being dropped from the current selection process.

### B. Step 2 - Physical Abilities Test

Purpose - To identify applicants that meet the preliminary physical ability levels.

1. This testing is only preliminary and does not take the place of the State entry-level testing requirement that is administered by Academy Staff on Academy Orientation day. Candidates will proceed through standardized set of physical ability tests. Passing scores for this step will be based on scoring 40% in each component of the test utilizing the Cooper Clinic protocol, except body-fat composition. Physical Abilities Components will consist of:
  - a. Sit-ups
  - b. Flexibility
  - c. Bench press
  - d. 300-meter run
  - e. Mile and a half run
2. Passing scores will be made known to each candidate prior to his/her attempting the physical ability test. Applicants will be advised to perform at their optimum level as fitness scores are used in the selection process.
3. Applicants who fail any component of the physical abilities test will be terminated at the point of failure and not continue any further in the testing process.



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4. Should a particular selection process continue over an extended period of time or in the event there are other unforeseen factors, candidates may be rescheduled or required to retake the physical abilities test at a later date to confirm their level of physical fitness.
5. Applicants terminated at any stage of the physically ability stage are eligible to re-test at the next scheduled testing date. Applicants are allowed to test up to two (2) times, if they fail on the second attempt, they are disqualified for 6-months.
6. In the event of extenuating circumstances, re-testing may be conducted on an individual basis at the discretion of the Section Commander in order to meet the needs of the Department.

C. Step 3 - Written Examinations

Purpose - The City Police Entrance Exam and the Nelson-Denny reading and comprehension test are administered to identify applicants that meet the preliminary minimum aptitude levels in the following categories:

- Vocabulary
  - Reading and Comprehension
  - Recall and Observation
  - Situational Judgment and Reasoning
  - Directional Orientation
  - Basic Mathematics Principles
1. Recruiting Unit personnel will administer the Nelson-Denny reading and comprehension test.
    - a. The passing score for the Nelson-Denny is 10.6 (raw score 81).
    - b. Test results are good for one year.
    - c. Applicants who fail the Nelson-Denny test are ineligible to re-test for 6-months and will be required to retake the entire physical abilities test.
    - d. Exceptions will be at the discretion of the Section Commander based on the needs of the Department.
  2. City Human Resources personnel will administer the City Police Entrance Examination.
    - a. The written test is comprised of a 100 question multiple choice test.
    - b. The passing score for the multiple-choice test is 70.
    - c. Test results are good for one year.
    - d. Applicants who fail the police entrance exam will be dropped from the current selection process and are ineligible for 6-months.



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- e. Applicants who initially pass the City written test, but do not begin an academy class within a year of taking the test may be required to test again. Exceptions may occur based the needs of the Department with the coordination and approval of City Testing.

D. Step 4 - Personal Integrity Questionnaire (PIQ)/Interview

Purpose - To initiate verification that applicants who have successfully passed steps 1-3, meet the preliminary minimum entrance selection standards and qualifications, and to initiate applicant review to determine applicant meets minimum character traits in the following areas:

- Truthfulness (Honesty, Integrity, Promise Keeping, Loyalty)
  - Responsibility (Accountability, Excellence, Self-Restraint)
  - Caring
  - Citizenship
  - Respect for Others
  - Fairness
1. After successfully passing steps 1-3, applicants will be asked to complete the Personal Integrity Questionnaire (PIQ). The applicants will then be interviewed by a Recruiting and Selection Section detective or supervisor. A determination of the applicant's eligibility to continue in the selection process will be made based on the information provided by the candidate in the PIQ.
  2. Persons determined not to meet the eligibility requirements of the department will be immediately informed of the reason and terminated from the process and advised of future eligibility.
  3. The interviewing staff member will complete the recommendation form.
  4. A second approval signature is required on all terminated applicants.
  5. The Section Lieutenant who will make the final determination on termination of the applicant will review the PIQ termination.
  6. Once an applicant is found to potentially meet the PIQ minimum selection standards, the interviewing detective will provide an application packet containing relevant documents.  
  
Note: The Personal History statement and other forms will indicate that the answers to the listed questions are subject to verification by use of a polygraph exam.
  7. The recruiting detective will direct the applicant regarding when to return these completed documents (normally ten working days).



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E. Step 5 - Personal History Statement/City Application

Applicants will complete a personal history statement and City application form to facilitate their background investigation.

F. Step 6 - Information Packet Review

Applicants must return the application packet (personal history statement and city application form) on their initial test date. The interviewing detective will review all documents for completeness and legibility. Those documents found not meeting these requirements will be returned to the applicant. Applicants will be allowed to add or delete information on their Personal History Statement at this time.

1. Staff will verify that the proper documents are attached, to the extent applicable. These documents are:
  - a. State birth certificate (Original or notarized copy).
  - b. High school diploma or GED (Notarized copy) or, if unavailable, an official copy of the high school transcripts indicating the date of graduation.
  - c. Military separation papers (DD-214), if applicable.
  - d. Official copies of high school and college transcripts.
  - e. All signed waivers (notarized).
  - f. Copies of all certificates, awards, letters of commendation, etc.
  - g. Current credit report.
  - h. Notarized copy of social security card (front and back).
  - i. Selective service registration card.
  - j. Notarized copy of driver's license (front and back).
  - k. Personal photograph (waist up) for identification purposes.

G. Step 7 – Commander's Review

Purpose - To initiate ranking of all applicants who met the minimum entrance requirements and to determine whether an applicant is suitable to continue in the selection process.

1. The Recruiting Sergeant is responsible for the background review and rank ordering of applicants who successfully completed the initial two-day testing process utilizing a systematic scoring process approved by the Academy Director.
2. Applicants with serious deficiencies will be presented to the Board consisting of the Division Commander, Section Lieutenant and the Recruiting Unit Sergeant.
3. The board determines if the applicant will proceed to the background investigation step, or be terminated from further consideration.



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H. Step 8 - Conditional Job Offer/3<sup>rd</sup> Interview

1. The candidates who progress to the background step of the process will be given the appropriate conditional offer of employment prior to administration of the Polygraph examination which is administered concurrent with the background investigation.
2. The candidate will read and sign the Conditional Offer of Employment form. The conditional offer forms will consist of the following:
  - a. Police cadet
  - b. In-state lateral police officer
  - c. Out-of-state lateral police officer
  - d. PSA
3. All candidates who pass Chief's Selection will be recommended to participate in the A.P.D. Ride-Along Program.
4. The Recruiting Unit will provide the candidate with a letter of introduction from the Recruiting Unit sergeant to each area commander, requesting that the candidate be allowed to ride with an officer.

I. Step 9 - Background Investigation

Purpose - To initiate verification of all information gathered and submitted from applicants who successfully passed the selection process up to this point, and arrive at a final recommendation to present to the Chief's Selection Board, or to terminate the applicant from further consideration.

1. The Selection Unit Sergeant will assign all background investigations, keeping a log each assignment.
  - a. Completed background investigations are reviewed by the Selection Unit Sergeant.
  - b. Deceptive information is thoroughly investigated when determining if the applicant/candidate will continue in the selection process.
  - c. Conflicts or inconsistencies with prior application paperwork (Interest application, PIQ, PHS) may be grounds for automatic termination from the process.
  - d. Each conflict or inconsistency must be reviewed and addressed specifically with the applicant.
  - e. In order to use the omission of information, and/or inconsistent or conflicting information as a basis of termination of the candidate, intentional deception by the candidate will be established by the background investigator. The Section Commander make a final determination of termination.



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2. A complete and detailed investigation into the background of all candidates is conducted by a section detective. This investigation includes but not be limited to:
  - a. Verification of a candidate's qualifying credentials;
  - b. Review of his/her criminal records, if any;
  - c. Verification of at least three personal references;
  - d. Developing at least two additional references not listed on the applicant's information packet.
3. Background investigations include any out-of-town contacts or phone calls. The Sergeant may assign one or two investigators to conduct out-of-town backgrounds if they are within reasonable distance.
4. Personal History Components - Minimally, the following areas are thoroughly investigated and a search of any on-line public record or information database is encouraged whenever possible.
  - a. Criminal History (arrests and convictions)
  - b. Employment History
  - c. Military History
  - d. Driving History
  - e. Educational History
  - f. Credit (financial) History
  - g. Reference Check
5. Character Assessment Component - The final stage of the background investigation involves each background investigator preparing an individual character assessment of each candidate in the following areas:
  - a. Truthfulness (Honesty, Integrity, Promise Keeping, Loyalty)
  - b. Responsibility (Accountability, Excellence, Self-Restraint)
  - c. Caring
  - d. Citizenship
  - e. Respect for Others
  - f. Fairness
6. Termination of Candidate at Background Stage - At any point in the background process a candidate may be recommended for termination by the background investigator.
  - a. The termination memo will be addressed to the Section Commander and forwarded through the Section Sergeant who will review and sign the recommendation form.
  - b. The Section Lieutenant will have final authority to terminate a candidate from the background process.



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7. Termination Memorandum – The termination memo must include:

- a. Specific details verifying the reason(s) for termination
- b. The date and time the personal interview was conducted with the candidate.
- c. A detailed response of the candidate to the issues of concern that form the basis for termination.
- d. In the instance of criminal history or information in a public record, the details will be discussed with the candidate and the candidate's response noted.
- e. In the instance of confidential information, the issue will be presented to the applicant without revealing the source, or breaching confidentiality, and the candidate's response will be noted.
- f. In the instance of illegal drug use, where there was no drug use within the last ten years, the background investigator will detail the basis for termination. Drug use that is older than ten years will not be used as a sole determinant in the termination of an applicant in the initial stages. However, it may be used after a conditional offer of employment is made, the polygraph is conducted and a thorough interview is conducted.

8. Candidate Chief's Selection Applicant Information Sheet

At the conclusion of the background investigation, the standardized candidate Chief's selection applicant information sheet is prepared by the background investigator. This is presented to the Chief's Selection Board.

J. Step 10 - Polygraph Examination

The Recruiting Unit retains the authority and discretion to use the Department Polygrapher or an independent contract polygrapher.

1. Background investigators may confer with the polygrapher on an applicant as necessary and such consultation maybe monitored by the Unit supervisor.
2. All candidates are required to submit to a polygraph examination process administered by the Department or Contract Polygrapher as determined by the Chief of Police. A candidate may not be given a polygraph examination unless a conditional job offer was made.
3. The purpose of this examination is to verify information provided by the candidate in all papers, documents and statements submitted as part of the selection process, and to verify any statements made during interviews and the background investigation.
4. The polygraph examination is an investigative tool only and is not used, in and of itself, to reject a candidate. However, pre-admissions, post-admissions, or any information garnered as a result of a polygraph examination, may be used as a reason for disqualification.





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5. Pretest Admissions

Review Procedures - All pre-admission statements contradicting prior documented responses or results in the following areas will be brought to the attention of the Section Sergeant by the background investigator for immediate review.

- a. Criminal Activity: Inconsistent or conflicting information revealed.
- b. Drug Activity: Inconsistent or conflicting information revealed.

Review Process - The Section Sergeant and background investigator will review the pre-admission information and based on this review the Section Sergeant will then determine the status of the candidate, and with the approval of the Section Commander the candidate will:

- a. Be dropped from the process
- b. Return to Chief's Selection Board
- c. Continue in the process.

Other Pre-Admission Statements - Other pre-admission statements of a significant nature are reviewed by the background investigator. Any information of concern is brought to the attention of the Section sergeant. Upon completion of the examination the results are reviewed by the Section sergeant and background investigator. The Section sergeant then determines the status of the candidate. With the approval of the Section commander the candidate may:

- a. Be dropped from the process
- b. Continue in process or
- c. Be taken back to Chief's Selection Board

6. Post Test Admission Statements - All significant post-admission statements are reviewed by the Recruiting and Selection Section lieutenant, sergeant, and background investigator to determine the status of the candidate. With the approval of the Section commander the candidate may:

- a. Be dropped from the process
- b. Continue in process
- c. Be taken back to Chief's Selection Board.

7. Any intentional deception may result in permanent disqualification.

K. Step 11 - Administration of Psychological Testing Instruments

Candidates are administered a battery of written psychological tests as determined by the Behavioral Sciences Division and approved by the Chief of Police. The written psychological tests are administered by Recruiting Unit personnel.





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L. Step 12 – Psychological Assessment

The Recruiting Unit retains the authority and discretion to use a Department psychologist or an independent contract psychologist. The Recruiting Unit will keep a list of outside approved psychologists. If a candidate fails the assessment and returns to a later process, a different psychologist should be used.

1. Background investigators may confer with the psychologist on an applicant as necessary.
2. The psychological assessment consists of an interview with the psychologist. The psychologist will not interview a candidate unless a conditional job offer was executed.
3. The psychologist will make an assessment of the candidate based on this interview and an analysis of the testing instruments administered. The psychologist then makes a determination as to whether each candidate has the psychological make-up necessary to continue in the process based on the standards mandated by the New Mexico Law Enforcement Academy Board.
4. Candidates not successfully completing this step will be dropped from the process. Unsuccessful candidates may reapply no sooner than one year from the day of their psychological assessment per New Mexico State requirements, unless there is a successful appeal.
5. Appeal - The background investigator will prepare and forward to the Chief's Office for signature, the notification letter describing the appeal process. The notification letter will be signed by the Chief of Police and a copy of the letter will be placed in the candidate's background file. In the event a candidate appeals and is successful in the appeal the Chief of Police will retain the discretion to allow the individual to continue in the selection process.
6. APD Behavioral Sciences Division will maintain all records on psychological reports and will forward all necessary documentation to the New Mexico Law Enforcement Academy. No psychological reports will be maintained in an applicant's file in the Recruiting and Selection Section, except for the acceptance or rejection letter and a copy of the New Mexico Law Enforcement Academy form LEA-4. No psychological reports will be sent to the APD Police Academy.



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M. Step 13 – Chief's Selection Committee

1. This committee is charged with making a selection of the candidates who will continue through the final selection stages. The committee may also select a number of alternates. This committee is made up of:
  - a. Chief of Police or designee
  - b. Deputy Chief – Investigations Bureau or designee
  - c. Deputy Chief - Field Services Bureau or designee
  - d. Deputy Chief - Administrative Bureau or designee
  - e. Academy Director/Major
  - f. Lieutenant – Selection and Training Section

2. The Recruiting & Selection Unit Sergeant(s) will coordinate the times and locations when the Committee will convene.
3. The Committee is briefed on the background investigation report by the background investigator and be presented with an individual candidate Chief's selection applicant information sheet on each candidate. The candidate is then presented to the Board.

Note: To ensure confidentiality and security of the application process, all reports will be collected by the background investigator at the completion of the Selection Board presentation.

4. In the event a candidate cannot attend the Chief's Selection Board, upon approval of the Chief of Police, a recommendation is made by the Selection Board, based on presentation given by the background investigator.
5. The Committee will base its decision on all factors presented in the Chief's selection applicant information sheet, and their interview of the candidate.
6. If necessary, the Selection Board will select the appropriate number of alternates.
  - a. Alternates will be rank ordered.
  - b. Alternates will be called in after a candidate failed the medical exam or withdraws from the selection process, time permitting.
7. Candidates who successfully pass the Chief's Selection Board are scheduled with the ID/Records Unit after passing Chief's Selection for photographs and fingerprints.
8. Those candidates not passing are notified by the background investigator in writing and dropped from the process.



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N. Step 14 - Vision Hearing, Medical Examination, and Drug Test

1. Those candidates who have passed the psychological exam are scheduled for a medical examination and a vision/hearing test at the Employee Health Center. Alternates are scheduled as needed.
2. The hearing test requires an auditory response level that meets the State of New Mexico standard in order to pass.
3. Vision test requirements must also meet the State of New Mexico standard in order to pass.
4. Applicants who fail either the vision or hearing test are referred to the recruiting sergeant where they will be advised of the State approved Field tests available.
5. The Employee Health Center uses the State of New Mexico Medical Standards for qualification and completes form LEA-3.
6. If the candidate fails the medical examination, he/she is terminated and directed to the recruiting sergeant for information on the appeals process. If the candidate fails the appeals process, the Selection Unit calls in an alternate to be processed, time permitting.
7. The background files for candidates passing their medical physical exam are kept in the Selection Unit until the commencement of the academy and then are forwarded to Police Payroll/Personnel.
8. All medical records remain confidential and kept separately from background files by the City Human Resources Department. The results of drug tests on applicants/candidates are kept confidential.



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**6-2-10 DISQUALIFICATION CRITERIA**

- A. Any untruthfulness on the part of the applicant/candidate in the recruiting or selection process may result in permanent disqualification.
- B. The drug-screening test is mandatory. Refusal to take the test, or a test result showing a presence of illegal drugs, narcotics, or prescription drugs not prescribed to the applicant/candidate will result in disqualification.
- C. Any use of illegal drugs or narcotics by an applicant/candidate after application to the Department will result in disqualification.
- D. Past Narcotic/Illegal Drug Use disqualifier:
  - 1. The time frame that governs this subsection is established as the date the candidate/applicant is administered the written test consistent with the guidelines below. Questions regarding past drug use are restricted to last date used until a conditional offer was executed with the applicant.
    - a. No use in the last three (3) years - Any illegal drug use that would amount to a misdemeanor crime if found in possession.
    - b. Experimental use of marijuana within 24 months of application is a disqualifier.
    - c. No use in the last Five (5) Years - Any illegal drug use which would amount to a felony crime if found in possession.
  - 2. After the conditional offer of employment, a candidate may be disqualified after a detailed drug usage interview.
  - 3. Mitigating circumstances to be considered may include length of time since the usage, age at time of usage, work history and lack of other anti-social behavior. The Selection and Training Section Commander makes final approval of termination.
  - 4. Alcohol Use by Minors - Use of alcohol by minors (prior to age 21) may be a disqualifier. Background investigators need to thoroughly investigate the circumstances of illegal possession of alcohol by minors and the use of false identification in order to obtain alcohol or entry into a liquor establishment.
  - 5. Criminal Activity
    - a. Felony Activity
      - i. Criminal activity in which the candidate/applicant was convicted of, pled guilty to, or entered a plea of *nolo contendere* as an adult to any felony charge, been involved in any prosecution diversion program (PPP) as adjudicated for a felony crime committed will be permanently disqualified.



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- ii. Delinquency adjudications as a juvenile will be considered on a case by case basis.
- iii. Candidates/applicants who admit to an undiscovered felony crime, where there is no deception will be considered on a case-by-case basis. Mitigating circumstances may include the following:

- Severity of the act
- Number of times committed
- Age at the time the act was committed
- Circumstances surrounding the act
- Other social history factors
- Recentness of the act

b. Misdemeanor Activity

- i. Candidates who, within the three (3) years preceding their written test date, were convicted of, pled guilty to, or entered a plea of *nolo contendere* as an adult to any violation of federal law, state law, or local ordinance that would be classified as a misdemeanor crime, will be disqualified until the appropriate time passes. This does not include minor traffic violations, but does include DWI and other violations that are mandatory arrest situations, as required by law.
- ii. Any misdemeanor in which there is a court ordered deferred sentence with a resulting dismissal of the charge upon completion of some court ordered conditions, will be reviewed on an individual basis.
- iii. Un-reported. Any misdemeanor committed that the applicant, admits to, or is discovered during the course of the background investigation may be an automatic disqualifier.
- iv. Candidates/applicants who admit to an undiscovered misdemeanor crime, where there is no deception, will be considered on a case by case basis. Mitigating circumstances may include the following:
  - Severity of the act.
  - Number of times committed.
  - Age at the time the act was committed.
  - Circumstances surrounding the act.
- v. Other social history factors - Misdemeanor crimes occurring more than three (3) years prior to the candidate's written test date will be evaluated within the candidate's background by the Background Investigator, the Selection Unit Sergeant and with the approval of the Selection and Training Section Commander.



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c. Domestic Incidents

- i. Incidents of domestic disputes not involving an official reporting of the incident to a law enforcement agency are considered on the basis of the nature of the domestic dispute(s). The background investigator as to the candidate's overall qualifications will evaluate each incident. Background investigators will obtain written or recorded statements from all parties involved in any domestic violence incident when possible.
- ii. As part of the Omnibus Consolidated Appropriations Act of 1997, it is unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition, or to sell or to otherwise dispose of a firearm or ammunition to any person knowing or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. Therefore, an applicant with a conviction of domestic violence is disqualified.
- iii. Any domestic violence in which there is a court ordered deferred sentence with a resulting dismissal of the charge upon completion of some court ordered conditions, is reviewed on an individual basis.

- d. DWI Convictions - Candidates with a DWI in the last three years whether from an administrative sanction by a Motor Vehicle Department, criminal conviction, or military disciplinary action will be dropped from the process. Multiple DWI's from any of these categories within the most recent ten-year period will be dropped from the process. (Multiple is defined as more than 2 DWI's.)

E. The Chief's Selection Board will evaluate each case on a case-by-case basis.



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**6-2-11 MILITARY HISTORY**

The only acceptable release/discharge from any branch of the armed forces of the United States will be:

- A. Honorable discharge.
- B. Uncharacterized discharges will be considered on a case by case basis, only if under honorable conditions.
- C. Any other discharge under honorable conditions will be reviewed on a case by case basis.
- D. Under no circumstances will a release or discharge under dishonorable conditions from any of the armed forces of the United States be acceptable, pursuant to NMSA 29-7-6.



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**6-2-12 INAPPROPRIATE CONDUCT DURING FORMER EMPLOYMENT AS A POLICE OFFICER OR AFTER APPLYING FOR A POLICE OFFICER POSITION**

- A. Inappropriate actions as a police officer or equivalent position (Military Police, security, prior law enforcement) have special significance in and of themselves due to the professional ethical standards of these professions, and are considered in the evaluation process, and may serve as a disqualifying factor.
- B. On-duty conduct in violation of normal rules of conduct, such as dereliction of duty, acceptance of gratuities, sexual conduct, and conduct unbecoming an officer during former employment as a police officer or equivalent position may disqualify an applicant.





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**6-2-13 TERMINATION PROCEDURES**

Applicants or candidates will be terminated from the selection process as follows:

- A. If an applicant/candidate fails any portion of the selection process, the applicant/candidate will be notified in writing within 30 days using the standard notification letter. The specific reasons for disqualification will not be stated.
- B. Applicants/Candidates terminated during the background process will be notified by letter using official department letterhead. The letter will be generated by the background investigator and signed by the Section Lieutenant.
- C. Applicants/Candidates terminated at or after Chief's Selection are notified by letter using official department letterhead. The letter is generated by the background investigator and signed by the Chief of Police.



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**6-2-14 DISQUALIFICATION LETTERS**

The Selection Unit Sergeant reviews the memo, and based on the Selection and Training Section S.O.P., recommends a date of eligibility. Both the memo and recommendation are forwarded to the Selection and Training Section Commander for approval.

- A. A letter of disqualification from the selection process is mailed to the candidate, within 30 days, for those candidates rejected from the background investigation stage and beyond. The letter is generic, as determined by the Selection and Training Section Commander, and does not include the eligibility date nor the reason(s) for disqualification.
- B. If the candidate is disqualified from the selection process because of the background investigation or Chief's Selection, the letter is signed by the Selection and Training Section Commander.
- C. If a candidate was disqualified from the selection process after Chief's Selection, the disqualification letters is signed by the Chief of Police.
- D. Copies of the disqualification letter, supporting memo, and recommendation form are placed in the candidate's file.



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**6-2-15 CANDIDATES HELD OVER TO OTHER CLASSES**

Candidates, who were held over to another Academy class, may have to obtain an updated medical exam, if deemed necessary, due to the length of time between the original medical exam and the start of the next Academy class. These candidates may also be required to complete a physical abilities test to ensure that they maintained a level of physical fitness, and any other tests as deemed necessary, as determined by the Selection Unit Sergeant and the Selection and Training Section Commander.



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**6-2-16 RE-APPLICATION PROCESS**

Applicants/candidates rejected in the selection process who wish to reapply, if eligible, are required to complete each and every step in the selection process. However, if an applicant still has valid written tests (Nelson/Denny and Entrance exam not over one-year-old from date of the test), then an applicant may be allowed to retake the physical abilities and BPAD tests, and begin the process from those stages. Valid tests are determined by the Recruiting Unit Sergeant and the Selection and Training Section Commander, based on the date of the original tests and the start of the Academy for which the candidate applied.



## 6-2-17 OTHER BACKGROUND INVESTIGATIONS/CIVILIAN PERSONNEL

The Selection Unit is responsible for conducting background investigations on APD civilian employees.

### A. Background Investigation of Civilian Personnel

Supervisors hiring an applicant for civilian positions are required to initiate the background investigation. Supervisors obtain a waiver from the employee and obtain a complete personnel Integrity Questionnaire and Personal History Statement and attach the following documents:

1. Birth certificate
2. High School Diploma or GED
3. School transcripts
4. Certificates
5. DD-214, etc. that are asked for in the Personal History Statement

B. The Selection Unit Sergeant assigns the file to a background investigator, who completes a standard civilian background file.

C. Background Investigations of civilian personnel include but not be limited to:

1. Criminal History
2. Employment History
3. Military History
4. Driving History
5. Educational History
6. Verification of References

D. Background investigations should be completed prior to the hiring of civilian personnel.

E. Once a background is completed, the file is returned to Police Personnel/Payroll.



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**6-2-18 INFORMATION MANAGEMENT**

The Selection and Training Section is committed to providing strict security and confidentiality of the recruitment and selection process. All information obtained by the Selection and Training Section is restricted to authorized personnel and will only be used and maintained for the purposes outlined in the Section Standard Operating Procedures. Under no circumstances will information be released without a court order. Strict adherence to established information management procedures is required and mandatory for all personnel involved in the selection process.



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**6-2-19 CONFIDENTIALITY**

All files and information obtained pertaining to background investigations are confidential. The Selection Unit will maintain the files of unsuccessful candidates. The files will remain in a secure facility until such time as they need to be accessed by authorized personnel.

- A. Authorized Personnel: Only personnel assigned to the Selection and Training Section, or authorized by the section commander to handle, or view background files are permitted to handle or view background files.
- B. Each member of the Section will be required to sign a confidentiality agreement.
- C. Violation of the confidentiality agreement or procedures may result in disciplinary action, including immediate transfer and reassignment.



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**6-2-20 FILES AND MAINTENANCE OF RECORDS**

A. Background File Contents

The unit secretary establishes a file for each applicant packet received containing the following.

1. Background investigation worksheet with indications of which reference checks were sent out.
2. Education history
3. Diplomas
4. Birth certificate, driver's license, and social security card.
5. Military history
6. Record Request Form.
7. Credit Bureau Request Form.
8. The Personal History Statement
9. Physical ability.
10. City application.
11. Personal Integrity Questionnaire
12. Polygraph waiver.
13. Criminal history, N.C.I.C., Records, Triple I, and I.D.
14. Personal and Employment References.
15. Background history/records release of liability waiver.
16. Picture of the candidate.
17. A set of dividers with titled headers.
18. Psychological Results
19. Medical examination results





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20. Hard-copy Background Files

- a. Background files are maintained in a secured area and remain in the possession and control of the Section Commander. Only members assigned to the Selection and Training Section are authorized to view or handle a background file.
- b. Background files will not be released, handled, or viewed by any other unit, individual, or entity under any circumstances without a court order unless authorized by the section commander.
- c. Purging of hard copy files will occur of files over five years old or older via shredding at a time determined by the background sergeant or section commander. The background sergeant will ensure that a log of all files destroyed is made.
- d. In the event that a background file is subpoenaed:
  - i. The process server should be directed to the City Attorney's Office to serve the subpoena.
  - ii. The file will only be signed out to the City Attorney's Office.

B. Recruiting and Selection Notebook

The Recruiting Unit Sergeant will keep a notebook on each class. This notebook contains all documentation pertaining to recruiting efforts and selection process statistics of that class.

C. Statistical Data

The Sergeant is responsible for keeping statistics in the following areas:

1. Maintaining testing statistics.
2. Keeping track of what part of the selection process in which each applicant/candidate is currently participating.
3. The selection process will be evaluated after the selection of each academy class to determine if any portion of the selection process has an adverse impact.

D. Adverse impact, if any, will be minimized in the selection process. Adverse impact will be measured by comparing the selection rates for each race, sex, and ethnic groups with the group having the highest selection rate.

E. All records and data collected as part of the adverse impact monitoring process will be maintained on file by the section.



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**6-2-21 REQUEST FOR INFORMATION**

**A. Cooperation with Other Law Enforcement Recruiting Units**

Information will not be released on any applicant for any purpose except as a function of the recruiting process. Information requested by Recruiting Units of other Law Enforcement Agencies will be provided as follows:

1. Any request for information on an applicant from another law enforcement agency is referred to the Selection Unit Sergeant.
2. Any request for information regarding an applicant is accompanied by a copy of a waiver, signed by the applicant, from the agency which is making the request.
3. Background files are reviewed in their entirety by the requesting agency's recruiting representative, but under no circumstances will copies be made of a background investigation. However, copies of PIQ's may be released to another law enforcement agency's recruiting representative with a valid applicant waiver. In these cases, release of the PIQ is only authorized by the Section Sergeant.

**B. Applicant Request for File Information**

Under no circumstances will any document from an applicant's file be released to an applicant unless it is an original document and is so authorized by the Unit Sergeant. All documents are otherwise the property of the Albuquerque Police Department. All information previously provided by the applicant is given verbally to the applicant.



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**6-2-22 MEDIA RECRUITMENT CAMPAIGN**

The sergeant coordinates media campaigns with the section commander and works with local media sources to publicize the recruitment efforts.

A. The annual recruitment campaigns, to include recruiting for lateral officers, reserve officers, and police service aides (PSA) includes the following:

1. Print advertising
2. Radio advertising
3. Television advertising
4. Printed recruitment information
5. Sponsoring recruitment job fairs
6. Attending career and job fairs

B. All advertising for police officer, lateral officer, reserve officer, or PSA positions will include the statement:

"The City of Albuquerque is an equal opportunity and reasonable accommodation employer and does not discriminate on the basis of race, color, national origin, ancestry, disability, age, gender, sexual orientation, medical condition, Vietnam era or disabled veteran status."

D. Recruitment materials will include a description of police duties, responsibilities, skills, as well as education and physical requirements. To the extent possible, advertisements should depict women and minorities in law enforcement roles.



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**6-2-23 COMMUNITY OUTREACH**

In order to maximize the APD recruiting effort, the Recruiting Unit is responsible for developing and maintaining contact and exchanging recruiting information with agencies such as the State Employment Commission Services, educational institutions, military placement counselors as well as advertising and media personnel. The Recruiting Unit also attempts to foster long term relationships with the various racial and ethnic groups in and around the Albuquerque area for the purpose of attracting members to the Albuquerque Police Department.

**A. Career Fairs and Conferences**

1. If the decision is made to participate, the Sergeant writes a memorandum requesting funds, if funds are required.
2. The Sergeant assigns recruiters to attend.
  - a. The recruiters are responsible for preparing the exhibit.
  - b. In cooperation with the Public Information Officer, public service announcements (PSA's) are sent to local radio and television stations when appropriate.
  - c. In the event a career fair is out-of-town, the Sergeant determines if other career fairs are being held in the same area. If so, every effort should be made to attend the additional fair (e.g., El Paso and Las Cruces).
  - d. Should a fair require an overnight stay, hotel reservations are made in advance, following accepted department procedures.

**B. Liaison with racial, ethnic and gender groups.**

1. The Recruiting Unit makes every attempt possible to establish relationships with members of the various racial, ethnic and gender groups in the Albuquerque area. The purpose is to attract qualified applicants from these groups to APD, as well as to foster a positive long term relationship between these groups and the Albuquerque Police Department.
2. The Recruiting Unit accomplishes this relationship by participating in the following functions: special event invitations (i.e., LULAC, NAACP, NOW, NATIVE AMERICANS ORGANIZATION, etc.), career fairs, and other activities. The recruiter assigned to attend will contact the organization's contact person to coordinate preparation for attendance.
3. The Recruiting Unit will seek assistance, referrals and/or advice from community organizations and key leaders as part of community outreach. A file of contact persons and organizations is kept and maintained by the assigned recruiting officer.



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4. Whenever possible, minority personnel, fluent in the community's languages and aware of the cultural environment, attends any event relating to the recruiting of prospective police applicants.

B. Schools

Long range recruitment is essential in preparing students for a career in law enforcement. Part of the long range plan includes conducting career fairs and attending classes at high schools, colleges, vocational institutions, and similar educational facilities. Every effort is made to communicate regularly with these learning institutions through counselors, teachers, and advisors. School detectives, police service aides, and other police personnel are excellent resources to help in this endeavor.

C. Procedure for Out-of-Town Recruiting Trips

When determined by the unit sergeant to, recruiting staff will schedule and prepare for out of town recruiting trips. The recruiter provides applications and conduct portions of the testing process at the out of town location. Standard travel procedures followed.



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**6-2-24 ANNUAL REPORTING**

The Recruiting unit prepares annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, and selectees, and the extent to which the Unit was able to recruit applicants with needed skills. Additionally, the annual report discusses any challenges to recruiting high-quality applicants from a broad cross section of the community. The information from annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.