

City of Roswell, NM

P.O. Box 1838
Roswell, New Mexico USA 88202-1838
(575) 637-6268
Fax: (575) 624-6927

January 7, 2010

Police Officer - Lateral Transfer (10-006)
Information Package

Dear Applicant:

Thank you for your interest in employment with the City of Roswell Police Department. Please review carefully all the information provided. In order to be considered for employment with the Roswell Police Department, you must return the application packet on or before June 30, 2010. If you return the materials by mail, they must be postmarked on or before June 30, 2010 and mailed to the address above, Attn: Human Resources. No FAX or e-mailed copies will be sent or allowed.

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

1. *Application for Employment*. Complete pages 1 through 4 and page A as directed.
2. City of Roswell "*Pre-Employment Release and Waiver*" form.

Also enclosed with the application packet is an Employment Information sheet on the City of Roswell Police Department, the Employment Procedure for the City of Roswell and the Job Description. You may retain this information for your own personal records.

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

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

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

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

Sincerely,

Stacye L. Hunter
Human Resources Director

Robert H. Smith
Police Chief

Enclosures

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CITY OF ROSWELL, NM

PRE-EMPLOYMENT RELEASE AND WAIVER

I hereby authorize any authorized representative of the City of Roswell bearing this release or a copy thereof to obtain information contained in any file, Motor Vehicle Record (MVR), computer bank, or other compilation system relating to former employment, educational, or criminal history information matters. This waiver extends to any and all information possessed by an educational institution or former employers. It also extends to any and all information possessed by local, state, or federal law enforcement agency which retains criminal history information. It extends also to any and all information compiled in the internal affairs or disciplinary records of any law enforcement agency wherein I have been accused of misconduct, whether sustained or not.

I understand that if I am hired for the position for which I am applying this release is good for the term of my employment with the City of Roswell.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Roswell.

Consent is granted for the City of Roswell to furnish the information described above to third parties in the course of fulfilling its official responsibilities. A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile contains a copy of my signature.

I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, former employer of any capacity, law enforcement agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates resulting from the authorized release of information or attempted release of such information, pursuant to the terms of this release and waiver.

Printed name of applicant

Signature of applicant

Date

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, 20____,

by _____.

Notary Public

My Commission Expires:

**RETURN TO THE CITY HUMAN RESOURCES DEPARTMENT SIGNED BY
YOURSELF AND A NOTARY PUBLIC**

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City of Roswell, NM
EMPLOYMENT INFORMATION

POLICE OFFICER - LATERAL TRANSFER

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

GENERAL INFORMATION

SALARY INFORMATION

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

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

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

WORKING CONDITIONS

The RPD works on various shift rotations. Police Officers also receive compensation for court time and training outside of normal duty hours.

UNIFORMS

The RPD provides its officers with an initial set of uniforms and, after 18 months of continuous service, a uniform allowance of \$800.00 per year. Equipment provided includes a handgun and all other necessary duty items. All other equipment, such as footwear and raincoat, must be provided by the Police Officer and must meet RPD regulations.

BENEFITS INFORMATION

The benefit package the City of Roswell provides for its employees amounts to approximately 35% of payroll — for every dollar of salary paid to an employee, the City pays an additional thirty-five cents in benefits. The benefits package is subject to change as the City deems necessary.

HEALTH INSURANCE (Voluntary)

Health insurance coverage is provided by various companies as indicated in the State of New Mexico, Risk Management guidelines. The employees cost for the insurance premium depends on the health plan selected, the employee's premium cost will be as follows:

Company	Employee Only	Employee +Spouse	Employee + Child	Family
Presbyterian	\$40.00	\$75.00	\$65.00	\$100.00
Lovelace	\$40.00	\$75.00	\$65.00	\$100.00
Blue Cross/Blue Shield	\$100.96	\$212.71	\$150.36	\$279.84
United Health Care	\$110.96	\$212.71	\$150.36	\$279.84

Employees may choose to enroll **eligible** dependents which includes lawful spouse and/or unmarried natural, adopted or stepchildren children through their 25th birthday. Extended family members are not eligible under any circumstances. The employee and dependents are provided a medical card and prescription cards which can be used at participating pharmacies. The amount of co-pays for doctors visits and other medical services depends on the health plan selected. The employees coverage will be in effect the first of the month following the completion of 30 days of employment. A more complete explanation of coverages is available from the Human Resources Insurance Clerk at the City Hall Insurance Office.

LIFE INSURANCE

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

DENTAL INSURANCE

This is a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or may enroll themselves and all eligible dependents. More information can be obtained by contacting the Human Resources Clerk II at the City of Roswell at 505-624-6700, Ext. 244.

VISION INSURANCE

This is also a voluntary benefit paid for by the employee. The City will payroll deduct the premium from the employees paycheck as a courtesy. Employees may enroll themselves alone or may

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

FLEXIBLE SPENDING ACCOUNTS

Premium Only Plan (POP): This plan is of no cost to employees and allows them to pay insurance premiums (health, dental, vision) on a pre-tax basis. Employees will automatically be enrolled in this plan unless a waiver is signed.

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

RETIREMENT

The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees must be a member of PERA as a condition of employment.

Police personnel contribute 16.3% of their salary for retirement and the City contributes 18.5%. Police members may retire with 20 years of service at any age. Retirement benefits are calculated at 3.5% of final average salary times years of credited service with a maximum retirement benefit of 80% of final average salary which is reached with 22.11 years of service.

An employee who terminates his employment prior to retirement may request and receive a refund of the amount he has paid to PERA plus interest earned. An employee may also roll-over his monies to an IRA or leave them in PERA and retain the service credits.

ANNUAL LEAVE

Annual leave begins to accrue the first of the month following 30 days from the date of hire but cannot be utilized until after satisfactory completion of the initial probation period, which is one year. Accrual rate for full-time employees is based on years of service as follows:

1-60 months of service	6.66 hours per month (80 hours per year)
61-180 months of service	10.0 hours per month (120 hours per year)
181 months and over of service	13.33 hours per month (160 hours per year)

The maximum amount of annual leave which may be carried over from one calendar year into the next is 200 hours.

SICK LEAVE

Police Department shift employees accrue sick leave at the rate of 8 hours per month beginning with the first full calendar month of employment. The maximum number of hours which may be accrued is 1,040 hours. Sick leave has no other value and may not be converted to annual leave nor may it be sold back to the City.

HOLIDAYS

The City of Roswell observes eight holidays per year as follows:

<u>HOLIDAY</u>	<u>OBSERVED</u>
New Year's Day	January 1
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Thanksgiving Holiday	Friday following Thanksgiving
Christmas Day	December 25

PERSONAL LEAVE

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

DIRECT DEPOSIT

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

DEFERRED COMPENSATION

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

LONGEVITY

Full-time employees who complete three years of continuous service with the City receive longevity pay effective on the pay period closest to the third anniversary. Longevity is \$5.00 per month for each year of service beginning with \$15.00 per month on the third anniversary. The amount of longevity increases annually thereafter.

City of Roswell, NM
EMPLOYMENT PROCEDURES

POLICE OFFICER - LATERAL TRANSFER

The City of Roswell Human Resources Department and Police Department have adopted the following employment procedures effective April 25, 1994. This information is subject to change.

APPLICATION PROCESS

A selection process will normally be conducted as deemed necessary by the Police Department. Job seekers, from out of town, who are interested in employment with the Roswell Police Department (RPD) may notify the Human Resources Department at (575) 637-6268 and be placed on the mailing list. When the application process is scheduled, these individuals will be sent an application packet.

APPLICATION PROCESS PROCEDURE

1. Application Packet. The actual application and waiver form must be completed in its entirety and returned to the Human Resources Department by the application deadline. Failure to present all documents as required in the cover letter will result in the candidate being disqualified from further consideration.
2. Driver's License/Criminal History Check. The application packets will be sent to the RPD for driver's license and criminal history checks. Applicants who meet the requirements will be notified of the pre-employment testing date.
3. Supplemental Application Packet. The forms in this packet will be given to the applicant upon completion of the initial process. These forms must be completed in their entirety and returned to the Police Department.
4. Interviews. Applicants will be scheduled for oral interviews with the Police Hiring Committee. Out-of-town applicants will be interviewed first and other applicants will be scheduled for an interview which will take place within two weeks of the testing date.
5. Ranking of Candidates. The application packet and oral interview scores will be reviewed by the Police Hiring Committee for eligibility ranking. As openings become available, the selected applicant(s) will continue through the application process.
6. Background Investigation. When the applicant's name comes up on the eligibility list, the background investigation will commence. An applicant whose background investigation is rated unsatisfactory will be disqualified from further consideration.
7. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will prepare the appropriate paperwork and then will offer the individual the position of Police Officer contingent upon the person passing the testing indicated in #8 below.
8. Post-Offer Pre-Employment Testing. This testing consists of a polygraph examination, psychological examination and physical examination.

9. Final Offer of Employment. A final offer of employment will be made by the Human Resources Department following satisfactory completion of all portions of the application process.
10. Disqualification Provisions. An applicant who is disqualified during any portion of the application process is eligible to participate in the next application process.

CITY OF ROSWELL

POSITION OPENING #10-006

EOE

POSITION: Police Officer - Lateral Transfer

DEPARTMENT: Police

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

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

STATUS: Regular Full-Time

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

POLICE OFFICER - LATERAL TRANSFER

Definition and Distinguishing Characteristics

This is entry-level, general duty, police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention of juvenile and adult crime, apprehension of law violators, direction of traffic, general enforcement of laws and ordinances and preliminary and follow-up investigation of crimes.

Work is performed in accordance with departmental rules and regulations and upon specific oral and written instructions from a superior. While many decisions are limited by established procedure, independent judgment, usually based on precedent, must be exercised in the handling of specific cases. Some of the work actions are final and represent the last level of responsibility, but many are reviewed or reconsidered internally or by the judicial system before being considered final. The work requires Knowledges that are to be learned on-the-job both through a formal training program and also with substantial supervisory participation. After training, work is performed without direct supervision; however, advice and guidance from a superior officer is usually available on non-routine matters. Work assignments and special instructions are received from a superior officer who reviews work methods and results through examination of reports, on-the-job observation, personal inspection, and discussion of work problems. Work involves considerable public contact, with both the general public and law violators in both adversary and non-adversary situations. Work involves a significant element of personal danger.

Typical Examples of Work Performed

Patrols an assigned area, on foot, in a non-motorized or motorized vehicle, for the purpose of preventing and discovering crimes and enforcing all applicable laws and ordinances, including traffic and parking regulations.

Responds to calls for service as dispatched; provides necessary assistance to the general public, taking appropriate enforcement action when necessary.

Makes arrests upon observation of law violators, transports prisoners to detention facility for booking.

Conducts preliminary investigations of crimes including administering first aid, locating and obtaining information from witnesses and victims, and preparing report of findings and action taken.

Prepares reports on enforcement and other action taken for record keeping purposes and for use in courtroom presentation, as necessary.

Operates enforcement-related equipment, including radar and breathalyser, in accordance with State standards and departmental policy.

Attends police-related training classes and programs as required.

Provides information, advice, and assistance to the general public.

Conducts extensive follow-up investigations of crimes; interviews witnesses, interrogates suspects, takes statements and confessions.

May conduct covert investigations of certain criminal activity including, but not limited to, the illegal sale of narcotics, the selling of stolen merchandise, gambling activities, etc.

May be required to wear and use a respirator in certain situations.

Performs related work as required.

Knowledges, Skills and Abilities

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

Knowledges, Skills and Abilities (Continued)

- Knowledge of departmental rules, regulations, policies and procedures.
- Knowledge of first aid methods and techniques.
- Knowledge of investigative techniques and practices.
- Skill in the use and care of firearms.
- Skill in the operation of a motor vehicle safely and efficiently, occasionally at a high rate of speed.
- Ability to observe situations objectively and to report and record them clearly and accurately.
- Ability to deal courteously, yet firmly and effectively, with the public in police situations.
- Ability to exercise good judgment in emergency and non-emergency situations; to act quickly and calmly in resolving problems.
- Maturity and personal stability.
- Ability to wear and use a respirator.
- Ability to drive City vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

- Graduation from a standard senior or vocational high school or the equivalent.
- Minimum age of 21 at time of hire and must be a U.S. citizen.
- Weight must be in proportion to height.
- Never have been convicted of any felony crime or any crime involving moral turpitude.
- Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.
- Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

Necessary Special Qualifications

- Must possess and maintain a valid Class D Driver's License issued by the State of New Mexico and have a satisfactory driving record.
- Must possess a valid Law Enforcement Officer Certification from another state, military or federal entity.
- Must possess, within one year of employment, and maintain a valid Law Enforcement Officer certification issued by the State of New Mexico.
- Continued maintenance of firearm qualification standards.
- Must maintain a telephone.

Other Necessary Requirement

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

MUST BE A STATE CERTIFIED LAW ENFORCEMENT OFFICER

***IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE
HUMAN RESOURCES DEPARTMENT AT CITY HALL,
425 N. RICHARDSON, (505) 624-6700, EXT. 268***