

# City of Roswell, NM

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

July 1, 2010

Police Service Aide (10-070)

## 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 July 30, 2010. If you return the materials by mail, they must be postmarked on or before July 30, 2010 and mailed to the address above, Attn: Human Resources. Applications will be picked up on a monthly basis. No FAX or e-mail copies will be allowed.

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

1. City of Roswell Application for Employment. Complete pages 1 through 5 as directed.
2. City of Roswell "Pre-Employment Release and Waiver" form. Must be completed and signed by the applicant and a notary public.
3. City of Roswell "Physical Fitness Release and Consent" form. Must be completed and signed by the applicant and a witness.

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

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

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

Prior to employment, a candidate will be required to pass a pre-employment physical fitness demonstration, polygraph examination, psychological examination and physical examination. If the applicant is hired he will be required to pass a post-employment drug screen and Law Enforcement Academy physical examination prior to entrance into the Law Enforcement Academy.

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

Sincerely,

Stacye L. Hunter  
Human Resources Director

Robert H. Smith  
Police Chief

Enclosures

## TABLE OF CONTENTS

ITEM	PAGE #	REMARKS
Cover Letter	1	
Pre-Employment Release and Waiver	3	Return with the application
Physical Fitness Release and Consent Form	5	Return with the application
Physical Fitness Demonstration Standards	7	
Job Posting	9	

# CITY OF ROSWELL, NM

## PRE-EMPLOYMENT RELEASE AND WAIVER

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

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

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

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

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

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

State of \_\_\_\_\_  
County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires:

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

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# PHYSICAL FITNESS RELEASE AND CONSENT

*City of Roswell, NM*

## POLICE SERVICE AIDE

**Note: This form must be completed and signed by the applicant and submitted with the application. Failure to return this signed form will be cause for the package not to be considered by the Police Hiring Committee.**

### APPLICANT

As a Police Service Aide applicant for employment with the City of Roswell Police Department, I hereby acknowledge that I am required to undergo the physical fitness demonstration listed on the attachment in this application package.

I hereby state that I am of good health and have no medical conditions that this demonstration would aggravate. I specifically release the City of Roswell from any and all claims that I may have or that may be made on my behalf or by other persons claiming by or through myself by reasons of injuries or harm that may result to me from participating in this demonstration. I understand that I may withdraw from participation in this demonstration at any time I so desire.

This agreement shall be binding upon all my heirs and assignees, both present and future.

I certify that I have read and do understand, all the conditions contained in this release and consent form and do hereby willingly and knowingly affix my signature.

\_\_\_\_\_  
Applicant's Name (Print or Type)

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

\_\_\_\_\_  
Date

### SIGNATURE - WITNESS:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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# PHYSICAL FITNESS DEMONSTRATION STANDARDS

## City of Roswell, NM

### POLICE SERVICE AIDE

Prior to entering a basic Police Service Aide training program, you must demonstrate a minimum fitness level as measured by the following battery of five test. These test are based upon the New Mexico Law Enforcement Academy standards and the 40th percentile as established by the Cooper Institute. A standard protocol is explained for each test. In order to participate in these tests, you must submit the completed "Physical Fitness Release and Consent Form" with the application.

**#1 Dynamic Strength**

1 minute maximum number push-ups

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

**#2 Muscular Endurance**

1 minute maximum number sit-ups

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

**#3 Aerobic Power**

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

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

**#4 Anaerobic Power**

300 Meter Run

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

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

**#5 Flexibility**

Sit & Reach - Inches

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

**#6 Upper Body Strength**

1 repetition maximum bench press

This is an alternative to test #1

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

**#7 Lower Body Strength**

1 repetition maximum leg press

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

Alternate test to #4

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

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# CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-070

**POSITION:** Police Service Aide

**DEPARTMENT:** Police

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

**SALARY RANGE:** \$10.6089 to \$13.5399 per hour

**STATUS:** Regular Part-Time

**OPENING DATE:** July 1, 2010

**DEADLINE TO SUBMIT REQUIRED APPLICATION:** July 30, 2010

## POLICE SERVICE AIDE

### Definition and Distinguishing Characteristics

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

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

### Typical Examples of Work Performed

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

Conducts traffic control.

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

Enforces parking regulations.

Assists motorist.

Handles and writes reports of found items.

Takes simple vandalism and petty larceny reports.

Handles missing person and runaway reports.

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

Takes reports and prepares information regarding abandoned vehicles.

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

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

Transports victims and witnesses to and from the police station.

Completes tow in reports and waits for wrecker.

Conducts police vehicle transport activities.

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

May drive City vehicles.

Perform other duties as required.

### Knowledges, Skills and Abilities

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

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

Ability to exercise good judgement in non-emergency situations.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

**Minimum Requirements of Education and Experience**

Graduation from a standard senior or vocational high school, or the equivalent.

**Necessary Special Qualification**

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

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

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

Must maintain a telephone at place of residence.

Weight and height must be proportionate.

Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.

Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

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

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

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

**Other Necessary Requirements**

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

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

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

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

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