

**TITLE: LATERAL AND ENTRY LEVEL SELECTION**

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**PURPOSE**

The purpose of this directive is to establish a procedure for a fair and equitable selection process for all vacant lateral and entry-level positions with the Santa Fe Police Department.

**DISCUSSION**

The selection process is recognized as a vital procedure in determining the overall effectiveness of a law enforcement agency. In order for the process to be successful it must show validity, utility and minimum adverse impact. The process must promote equal employment opportunities for all candidates to employment with the Santa Fe Police Department.

**POLICY**

The Santa Fe Police Department’s selection process is based on the City of Santa Fe Personnel Rules and Regulations, Union Contract and active MOU’S and provides a means to ensure:

- That all personnel actions, including recruitment, selection, and advancement of employees shall be on the basis of Knowledge, Skills, and Abilities. (KSAs).
- Fair treatment of all applicants in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, physical or mental handicap and with proper regard for their privacy and constitutional rights as citizens.

**PROCEDURE**

**AUTHORITY**

**12.1.01** The authority and responsibility for administering the Santa Fe Police Department selection process is placed directly with the City of Santa Fe Human Resources Department.

**12.1.02** The City of Santa Fe Human Resources Director shall develop and administer entry level selection examinations as necessary and appropriate to obtain an adequate supply of qualified applicants to meet the needs of the Department.

**12.1.03** The Santa Fe Police Department, through the Training and Recruiting Office, shall perform appropriate liaison activities to successfully accomplish the selection process.

**12.1.04** The Santa Fe Police Department maintains the primary responsibility for such selection components as the background investigation (BGI), oral interviews and probationary period assessment.

**RESPONSIBILITY**

**12.1.05** The Chief of Police retains final responsibility for the selection of personnel.

**12.1.06** The Chief, through the Training and Recruiting Office, will identify the specific skills, knowledge, abilities and personal attributes required for the positions and the selection of personnel.

**SELECTION PROCESS - CIVILIAN**

**12.1.07** The selection process for civilian positions shall follow the same guidelines as provided for in the City of Santa Fe Personnel Rules and Regulations.

**SELECTION PROCESS - SWORN**

**12.1.08** The selection process for the Santa Fe Police Department begins upon receipt of the applications at the Human Resources Office.

**12.1.09** Applications, upon receipt are logged in by Human Resources Office staff.

**12.1.10** A letter is then sent which will advise the applicant of applicable information such as testing dates and times, additional qualification requirements and any other information deemed necessary. Applicants will be advised of each step in the hiring process to include:

- Written testing;
- Physical Fitness/Agility testing;
- Oral Interview;
- Conditional Offer of Employment;
- Detailed Background Investigation;
- Polygraph Exam;
- Psychological Examination;
- Drug Screening;
- Medical Exam.

**12.1.11** From start to finish, the entire selection process may take four to six months.

**Phase I**

**12.1.12** All qualified applicants will be offered an opportunity to participate in the written examination.

**12.1.13** The City of Santa Fe Human Resources Office will administer and score the written examination. Applicants receiving a minimum passing score will be offered an opportunity to participate in the Physical Fitness/Agility testing.

**12.1.14** Physical Fitness/Agility testing will, at a minimum, evaluate the applicants ability to meet the requirements set forth by the Law Enforcement Training Act. Physical Fitness/Agility minimum thresholds are gender normed and applicants will be evaluated based on their age at the time of testing.

**12.1.15** Applicants who meet the minimum physical fitness/agility requirements will be offered an opportunity to participate in the oral interview portion of the testing process.

**12.1.16** Oral Boards shall use an established set of questions and scoring device. Each candidate, in the group, being evaluated, will receive the same questions. This does not prevent the questions from changing from group to group.

**Phase II**

**12.1.17** Candidates who move on to phase II will be offered a “Conditional offer of employment” dependant upon successful completion of the following:

- A.** Completed Background Investigation. A detailed background shall be completed verifying all application information and follow up on any information developed during the background.
- B.** Medical Exam shall be conducted to certify the general health of each candidate prior to appointment.
- C.** Drug Screening
- D.** Psychological Exam, shall be scheduled and conducted by a qualified professional to ensure emotional stability and psychological fitness.
- E.** Polygraph examinations shall be conducted on all sworn applicants. Examinations shall be conducted by and interpreted by examiners trained and licensed in the use of polygraphs.

**12.1.18** A Formal Review of each successful candidate will be conducted reviewing all the above criteria and a List of Eligibles shall then be recommended.

**12.1.19** The Training and Recruiting Sergeant will then notify the candidate of their official start date and where and when they begin picking up equipment. This will be done by telephone followed by a letter.

**SELECTION PROCESS ADMINISTRATION**

**12.1.20** The City of Santa Fe Human Resources Director will assure that any written test used as a device in the selection process is documented as being job related. This is true for any test used or relied upon by the Santa Fe Police Department, including those that are commercially developed.

**12.1.21** The determination of the following will be a matter of cooperation between the City of Santa Fe Human Resources Director and the Chief of Police:

- Appropriate written, performance or other tests;
- Method of evaluating experience, education and training;

- Weights to be assigned to various parts of the examination.

**12.1.22** The examination will represent a proper balance between the specialized knowledge of position requirements possessed by Santa Fe Police Department personnel and the specialized knowledge of regulatory requirements and testing methods possessed by the Human Resources Department.

**12.1.23** The City of Santa Fe Human Resources Director will establish for all examinations the minimum performance or cut-off scores.

**12.1.24** If there is more than one (1) device used in an examination a minimum performance or cut-off score may be established for each device.

**12.1.25** Applicants may be required to attain at least the minimum performance or cut-off score on each device to receive a passing grade or to be rated on the remaining devices of the examination.

**12.1.26** The City of Santa Fe Human Resources Director assures that all elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner and that the conduct of the examination(s), as well as the operational elements of the selection process, is clearly set forth and carried out uniformly for all candidates.

**12.1.27** The Chief of Police, through the Training and Recruiting Sergeant, will assure compliance by having an active and continuous liaison with the Human Resources Office into the use of all devices used in the selection process.

**12.1.28** The City of Santa Fe Human Resources Director provides final examination results in the form of numeric or adjective ratings.

**12.1.29** The Chief, through the Training and Recruiting Sergeant, will provide all needed information to support the professional and legal requirements of the applicant testing being job related.

**12.1.30** The Police Department will, through the Human Resources Office, assure that selection material is stored in a secure area when not being used, and maintained for a minimum of three (3) years.

**RE-APPLICATION AND RETESTING PROCEDURES**

**12.1.31** The City of Santa Fe Human Resources Director specifies the conditions and procedures for re-application and re-testing of applicants not appointed to probationary status.

**12.1.32** It is necessary for an applicant to submit a new application for employment to be considered for any future examinations.

**SELECTION PROCESS INFORMATION TO APPLICANTS**

**12.1.34** The City of Santa Fe Human Resources Office will inform all applicants in writing at the time of filing their formal application of all the elements of the selection process.

**12.1.35** In addition to providing a written notice of the expected duration of the selection process and a copy of the information required above, the Santa Fe Police Department will provide standardized information which is supplied by the City of Santa Fe Human Resources Department while conducting recruitment activities.

**12.1.36** The Santa Fe Police Department, through the Training and Recruiting Sergeant, will notify in writing those applicants not eligible for appointment to probationary status. This notification will take place within thirty days.

**BACKGROUND INVESTIGATIONS**

**12.1.37** The Santa Fe Police Department, through the Training and Recruiting Unit, will conduct a background investigation (BGI) on all applicants for employment with the Police Department. This investigation will be conducted prior to appointment to a probationary status.

**12.1.38** The background investigation will include, but is not be limited to the following:

**A. Verification of qualifying credentials:**

1. Education.
2. Employment.

3. Age.
  4. Residence.
  5. Citizenship.
- B.** Drivers license inquiry with the State of New Mexico, Department of Motor Vehicles, and the state of issue for the applicant's license.
- C.** Military Service Record – a copy of the DD214 obtained for file (if applicable).
- D.** Criminal records inquiry through National Crime Information Center (NCIC), New Mexico Law Enforcement Terminal System (NMLETS), Santa Fe Police Department Records Unit and the Santa Fe County Sheriff's Department Records Unit. Additional State and local agencies as may be warranted, given the applicants residence at time of application.
- E.** Credit inquiry; Personal History Statement.
- F.** Employment inquiry with previous employers.
- G.** Character inquiry, with at least three (3) personal references.

**12.1.39** While it is more reliable to conduct these inquiries in person, telephonic and mail inquiries are appropriate in obtaining some information. Such would be the case if the applicant has relocated from outside the state.

**12.1.40** The Santa Fe Police Department through the Training and Recruiting Unit, will use only sworn personnel to conduct background investigations. These investigators shall receive specific training in the collection of required information.

**12.1.41** The Training and Recruiting Unit will document the background investigation by use of a standard Report of Investigation format.

**12.1.42** This written report will be submitted for all applicants who have had full consideration for appointment to probationary status.

**12.1.43** The Training and Recruiting Unit will provide the Report of Investigation to the Chief of Police for his review and approval. If an applicant is appointed to a probationary status, the Report of Investigation, including the background investigation file, will be turned over to the Professional Standards Unit for inclusion in the employee's file.

**12.1.44** If the applicant is not selected for appointment to a probationary status, the Report of Investigation file, is maintained on file for a minimum of five (5) years.

### POLYGRAPH EXAMINATIONS

**12.1.45** The Santa Fe Police Department ensures that all applicants for employment participate in a pre-employment polygraph examination as part of the selection process.

**12.1.46** These examinations are administered and the evaluation of the results are conducted by Police Polygraph Examiners who meet the certification requirements outlined by the New Mexico Department of Regulation and Licensing to administer polygraph examinations.

**12.1.47** Upon the conclusion of the examination, the Polygraph Examiner will provide a Pre-Employment Report. The report will contain information including, but not limited to, the applicant's name, the date of the examination and relevant questions that were asked the applicant.

**12.1.48** This report will also include any pretest admissions and a statement by the Polygraph Examiner as to the truthfulness of the applicant.

**12.1.49** The results of the Polygraph examination will not be used as a single determinant of employment status. An admission during the pre-test or post-test interview together with other information may be sufficient to support decisions relevant to employment status.

### ORAL INTERVIEWS

**12.1.50** The City of Santa Fe Human Resources Director will ensure an oral interview of each applicant is conducted prior to appointment to a probationary status, using valid, useful and nondiscriminatory procedures.

**12.1.51** This will be done by the use of a "patterned interview" as established in the examination plan.

**12.1.52** The use of rating scales and procedures will be standardized in order to permit valid and useful distinction among applicants and their expected job performance.

**12.1.53** Results will be recorded on a standardized form.

**12.1.54** The Chief of Police, through the Training and Recruiting Sergeant, will assist in facilitating the oral interviews by having individuals who are qualified and thoroughly trained in the content and use of the selection procedure conduct the oral interviews. This does not prohibit the Chief from conducting the oral interviews personally, or participating as a board member.

**OCCUPATIONAL QUALIFICATIONS**

**12.1.55** The City of Santa Fe Human Resources Director determines that all physical and age qualifications for entry level sworn positions meet the requirements of validity, utility and minimum adverse impact.

**12.1.56** Medical standards are established for sworn applicants through the Law Enforcement Training Act. Applicants for sworn positions will be required to undergo a medical examination to determine physical and mental fitness to perform the work of the position for which they are being considered.

**12.1.57** A psychological examination shall be conducted on each candidate prior to appointment to probationary status, using valid, useful and non-discriminatory procedures.

**12.1.58** Only licensed physicians are used to certify the general good health of an applicant, as well as assess the emotional stability and psychological fitness of the applicants.

**DISQUALIFICATION CRITERIA**

**12.1.59** Any untruthfulness on the part of the applicant/candidate in the recruiting or selection process may result in disqualification for a minimum of one (1) year.

**12.1.60** The drug screening test is mandatory. Refusal to take the test, or test results reporting a presence of illegal drugs, narcotics or prescription drugs not prescribed to the applicant/candidate will result in disqualification.

**PAST NARCOTIC/ILLEGAL DRUG USE**

**DISQUALIFIER**

**12.1.61** The time frame that governs this subsection will be established as the date the candidate/applicant is administered the written test. Questions regarding past drug use will be restricted to last date used until a conditional offer has been executed with the applicant.

**12.1.62** No use in the last three (3) Years – Any illegal drug use that would amount to a misdemeanor crime if found in possession. This would include such drugs as:

- Mushrooms;
- Peyote;
- Steroids;
- LSD;
- Quaaludes;
- Barbiturates
- Inhalants;
- Poppers/Rush.

**12.1.64** No use in the last three (3) Years – Any illegal drug use which would amount to a felony crime if found in possession. This would include such drugs as:

- Cocaine;
- Crack;
- Amphetamines;
- Methamphetamine;
- Heroin;
- Morphine;
- PCP;
- Opium.

**12.1.65** After the conditional offer of employment a candidate may be disqualified after a detailed drug usage interview.

**12.1.66** 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. Final approval of disqualification will be made by the Chief of Police.

**CRIMINAL ACTIVITY**

**12.1.67** Criminal activity in which the candidate/applicant has been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge, been involved in any prosecution diversion program as adjudicated for a felony crime committed as an adult, will be permanently disqualified.

**12.1.68** Any felony 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.

**12.1.69** Any previously unreported felony committed that the applicant, admits to, or is discovered during the course of the background investigation may be an automatic disqualifier.

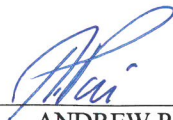
**12.1.70** Candidates/applicants who admit to an undiscovered felony crime, where there is no deception will be considered on a case by case basis. Mitigating circumstances may include the following:

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

**12.1.71** Criminal activity that amounts to a misdemeanor offense where there is no deception on the part of the candidate will be considered on a case by case basis.

**12.1.72** Any previously unreported misdemeanor committed that the applicant admits to, or is discovered during the course of the background investigation may be an automatic disqualifier.

**12.1.73** Misdemeanor criminal activity involving Domestic Violence or Battery Upon a Household Member in which the applicant has been convicted of, plead guilty to, or entered a plea of nolo contendere will be grounds for disqualification.

APPROVED:   
ANDREW PADILLA  
Chief of Police

DATE: 6-11-21