

Last Name: _____

LOVINGTON POLICE DEPARTMENT EMPLOYMENT APPLICATION

Date Received: _____

Received by: _____

It is the policy of the City of Lovington, New Mexico to provide equality of opportunity in employment, pay, and all other aspects of our personnel policies, practices, and programs. This policy prohibits discrimination on the basis of race, creed, color, ancestry, national origin, political affiliation, sex, sexual preference, age, or physical or mental disability.

PLEASE COMPLETE ALL APPLICABLE ITEMS WITH INK OR TYPEWRITER. ANY ILLEGIBLE SECTIONS, INCOMPLETE SECTIONS & ATTACHEMENTS, OR UNSIGNED APPLICATIONS WILL BE DISMISSED. IF A SECTION MUST BE LEFT BLANK, YOU MUST WRITE OR TYPE "N/A" ON THE APPROPRIATE LINE.

POSITION APPLYING FOR: _____

Date Available: _____

PERSONAL INFORMATION:

Name: _____
Last First Middle

Current Address: _____
Street and Mailing
City State Zip Code

Telephone Number Where You May Be Reached:

Home / Work / Cell

DRIVER'S LICENSE NUMBER, CLASS, EXPIRATION AND STATE OF ISSUE:

Have you ever been employed by or are known by any other names- if so, please list below:

EDUCATION, SKILLS & TRAINING:

Please circle the highest year of education completed:

1 2 3 4 5 6 7 8 9 10 11 12 or GED
Elementary and Secondary

1 2 3 4
College

1 2 3 4 5 6 more
Post Graduate

Schools Attended	Name & Location	Dates Attended	Degree/Certificate	Field of Study
High School				
College/University				
Vocational/Technical				

Last Name: _____

Are you a certified law enforcement officer? If so, list the State of Certification, certification number and date you received certification: _____

List any correspondence courses, seminars, workshops, or other training relating to the position applied for: _____

List any current licenses, registrations, or certificates you have received relating to the position applied for: _____

What languages can you speak other than English? _____

List any skills or abilities you have learned that relates to the position applied for: _____

NEPOTISM: New Mexico law controls the hiring of relatives of officials in certain cases. Please list any relatives by blood or marriage, who are currently employees or elected officials of the City of Lovington, New Mexico.

Name: _____ Relation to You: _____

PREVIOUS EMPLOYMENT: List paid employment including service with the armed forces. Begin with your current or most recent employment.

1. Employer's Name:	Your Title(s):
Address:	Job Duties:
Dates Employed: From: To:	Why did you leave:
Pay: Starting - Final -	Supervisor's Name: May we contact your employer? Y N

Last Name: _____

2. Employer's Name:	Your Title(s):
Address:	Job Duties:
Dates Employed: From: To:	Why did you leave:
Pay: Starting - Final -	Supervisor's Name: May we contact your employer? Y N

3. Employer's Name:	Your Title(s):
Address:	Job Duties:
Dates Employed: From: To:	Why did you leave:
Pay: Starting - Final -	Supervisor's Name: May we contact your employer? Y N

4. Employer's Name:	Your Title(s):
Address:	Job Duties:
Dates Employed: From: To:	Why did you leave:
Pay: Starting - Final -	Supervisor's Name: May we contact your employer? Y N

5. Employer's Name:	Your Title(s):
Address:	Job Duties:
Dates Employed: From: To:	Why did you leave:
Pay: Starting - Final -	Supervisor's Name: May we contact your employer? Y N

Last Name: _____

RELEASE OF INFORMATION: THIS PAGE MUST BE NOTARIZED BY A NOTARY PUBLIC. FAILURE TO DO SO WILL RESULT IN THIS APPLICATION'S DISMISSAL.

Having made application with the Lovington Police Department, it is my understanding that a comprehensive investigation of my background may be conducted in connection with this application.

I, _____ do hereby give the officials of the Lovington Police Department the authority to conduct such an investigation and do hereby authorize the release of any and all information requested by the Lovington Police Department pertaining to my work history, any arrest information, and other general qualifications for fitness.

I hereby expressly waive any laws, regulations, and/or other rules which otherwise might prevent other parties from disclosing and releasing such records.

A photo-static copy of the Authorization which contains my signature, shall be considered as effective and valid as the original and may be honored by the other parties.

Applicant Name (Print): _____

Signature of Applicant: _____ Date: _____

State of New Mexico)
)
County of Lea)

On this _____ day of _____, 20____, before me personally appeared _____ known to me to be the person whose name is subscribed to the above instrument and acknowledged the same to be his/her own free act and deed.

Notary
(Seal) My Commission Expires: _____

SUPPLEMENTAL QUESTIONNAIRE:

The provisions of the Law Enforcement Training Act (29-7-1 to 29-7-11 NMSA 1978) and Dispatch Training act (29-7A-1 to 29-7A-7 NMSA 1978), established the following specific criteria for admission to the Law Enforcement Academy or Dispatcher Training Program and mandated certification(s):

Requirements for Police or Telecommunications Officers:

1. Be a citizen of the United States and reached the age of majority (18 years of age) for Police.
2. Be a citizen or a legal resident of the United States and reached the age of majority for Telecommunications Officer.
3. Hold a High School Diploma or GED Equivalent.
4. Possess a valid driver's license.
5. Have not been convicted of or pled guilty to or entered a plea of Nolo Contender to any felony charge or, within the three year period immediately preceding their application, to any violation of any federal or state or local ordinance relating to aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude and HAVE NOT BEEN RELEASED OR DISCHARGED UNDER DISHONORABLE CONDITIONS FROM ANY OF THE ARMED FORCES OF THE UNITED STATES.
6. After examination by a certified psychologists, found to be free of any emotional or mental condition which might adversely affect performance as a Police or Telecommunications Officer or be prohibited from successfully completing prescribed basic law enforcement training required by the Law Enforcement Training Act and Dispatcher Training Act.
7. Be of good moral character.
8. Have met any other requirements for certification prescribed by the board pursuant to regulations adopted by the board, and
9. Applicant affidavit of United States citizenship.
10. FOR POLICE APPLICANTS: After examination by a licensed physician, found to be free of any physical condition which might adversely affect performance as a Police Officer or be prohibiting from successfully completing prescribed basic law enforcement training required by the Law Enforcement Training Act.

In addition, the Lovington Police Department sets the following for Police Officers:

1. 21 Years of age or older within 365 days from the date of employment.
2. No convictions of or for a family violence criminal offense.
3. Honorable Discharge from any of the Armed Forces of the United States.

DRUG USAGE: Current usage, or past usage within a past year, of marijuana will be cause for disqualification. The use of any of Cocaine, Heroin, and/or Methamphetamine within a five year period prior to application will be cause for disqualification. Any prior/current use of L.S.D. or other recognized hallucinogen (mushrooms, peyote, etc) will be reason for disqualification. Any other drug usage will be reviewed on an individual basis to determine acceptability or disqualification depending upon the frequency and recency of usage. Information regarding drug usage will be included during the polygraph examination.

WRITTEN EXAMINATION: Written exams will be given to each non-certified police officer applicant. The exam takes approximately one and one half hours to complete. The exam will be graded and pass/fail results will be mailed to the applicant. To participate in the testing process, applicant must bring a STATE ISSUED PHOTO ID. An applicant who fails the test may reapply and be retested after a twelve (12) month period from the date of the previous application.

ORAL INTERVIEW: Applicants are interviewed by department representatives who will measure traits that are significant or necessary to perform the job, and demonstrate the applicants ability to relate ideas and answer questions relative to the job. Applicants who fail the oral review board may reapply after a twelve (12) month period from the previous application date to reschedule a second oral review if positions are available. Applicants may only appear twice before the board.

BACKGROUND INVESTIGATION AND REFERENCE CHECKING: Applicants who successfully pass the oral review will meet with a background investigator to start the background investigation which includes, but is not limited to, employment history, honesty, character, reference checking, traffic history, and criminal history. Upon completion of a background investigation and reference check, results should not reveal any areas of concern which would be a contradiction of employment with the Lovington Police Department, such as convictions of perjury, brutality, or dishonesty. Applicants who are determined to be unsuitable will be disqualified.

POLYGRAPH EXAMINATION: During the employment phase, applications for the position of Police or Telecommunications Officers, are required to participate in a polygraph examination.

Last Name: _____

TERMS: CONDITIONAL OFFER OF EMPLOYMENT - A conditional offer of employment will be extended to eligible applicants, prior to the required drug screen, polygraph, psychological, medical and physical examinations. The conditional offer will be withdrawn if: the applicant tests positive for controlled substances, medical practitioner(s) reveal any area(s) of concern or if there are any other indicators which would be a contradiction of good moral character for employment with the Lovington Police Department.

ACADEMY FITNESS SCREENING STANDARDS: Following the conditional offer of employment, applicants for the position of non-certified Police Officers are required to meet the **FITNESS SCREEN STANDARDS** as required by the New Mexico Law Enforcement Academy and be able to meet those minimum standards prior to the starting of the academy. These minimum standards are included in this application packet.

PSYCHOLOGICAL EXAMINATION: Following a conditional offer of employment, applicants for the position of Police and Telecommunications Officers will participate in a psychological examination consisting of a written questionnaire and an interview with a psychologist. In compliance with New Mexico Law Enforcement Academy regulations applicants who are not recommended for hire will be reported to the New Mexico Law Enforcement Academy.

MEDICAL EXAMINATION: Following a conditional offer of employment, applicants for the position of Police Officer will undergo a physical examination by the City's appointed medical personnel. The examination is based upon the medical standards of the New Mexico Law Enforcement Academy and requires fasting prior to the examination.

WORKING CONDITIONS: SEE WILLINGNESS QUESTIONNAIRE

UNIFORMS: The Lovington Police Department furnishes all necessary equipment to the Police Officers except boots/shoes which must meet department regulations. Telecommunication Officers are provided uniforms as well.

CERTIFIED APPLICANTS/LATERAL TRANSFERS: Officers who are currently certified by the New Mexico Law Enforcement Academy will have the written examination and fitness screening standard waived. Officers who are certified by the New Mexico Law Enforcement Academy and whose commissions have lapsed, but are eligible for re-commission through the "Certified by Waiver of Previous Training" Academy will have the written examination waived but must meet the Fitness Screening Standards.

Officers who are certified in another state and who are eligible for the New Mexico Law Enforcement Academy's "Certificate of Waiver of Previous Training" will have the written examination waived but must meet the Fitness Screening Standards.

Officers who are certified in another state will be considered, on an individual basis, for certification processing at the New Mexico Law Enforcement Academy depending on previously documented law enforcement training received. It is the applicants responsibility to contact the academy and verify eligibility for the Certification by Waiver training. The police department will assist in this endeavor.

APPLICANTS MUST TRAVEL AT THEIR OWN EXPENSE FOR THE POLICE OFFICER TESTING

FINAL OFFER: A final offer of employment and start date will be made by the City of Lovington, NM after satisfactory completion of all portions of the selection process. Failure of any portion of the conditional offer testing is an automatic withdrawal of the conditional offer of employment by the City of Lovington, New Mexico.

What is your age? _____ Date of Birth: _____

Social Security Number: _____ Place of Birth: _____

Have you ever been denied coverage by a surety bond for handling finances? YES NO N/A

Do you know of any reason you might be denied coverage? YES NO

If YES, please explain: _____

Last Name: _____

We declare that the existence of a conviction record will not automatically disqualify you from all employment with the City of Lovington, however, certain types of criminal convictions may prohibit you from working in certain jobs.

I, _____
(Print first, middle & last name) HEREBY AUTHORIZE THE RELEASE TO THE LOVINGTON POLICE DEPARTMENT, OF PAST OR CURRENT INFORMATION CONCERNING CONVICTIONS AGAINST ME FROM ANY AGENCY INCLUDING THE UNITED STATES DEPARTMENT OF DEFENSE OR ANY OF ITS BRANCHES. I DO HEREBY HOLD HARMLESS AND FREE OF LIABILITY ANY SOURCE THAT RELEASES THIS INFORMATION.

Applicant's Signature

Date

APPLICATION, REVIEW EACH SECTION CAREFULLY. FAILURE TO LIST ANY PAST OR PRESENT INFORMATION ON EACH SECTION WILL BE SUBJECT TO YOUR APPLICATION'S DISMISSAL.

Have you ever had your driver's license suspended or revoked by the licensing authority (state or court) YES
NO If "YES", list the required information in the spaces below:

Dates:		State:	Reason:
	To:		
	To:		
	To:		

Have you ever been sentenced to a driver's improvement school? YES NO If "YES", list the required information in the spaces below:

Dates:		State:	Reason:
	To:		
	To:		
	To:		

Last Name: _____

List all driving citations/summons you have received as an adult and juvenile, beginning with the most recent:

Month/Year	Charge	City/State	Disposition

ADDRESS HISTORY: In the spaces provide below, list all addresses where you have lived during the past ten (10) years, including military addresses if applicable. BEGIN WITH YOUR CURRENT ADDRESS:

From	To	Street Address	City, State

ALIAS/NICKNAME/OTHER IDENTIFICATIONS: In the spaces provided below, list any other alias, nicknames, or identifications that you have used or other individuals do or have known you by:

Alias/Nickname/Other Identification		

Last Name: _____

CRIMINAL HISTORY: Have you ever been convicted by a court, board, or special judicial authority for any violation of Federal, State, County, or Municipal Law: including events while you were a juvenile and/or events while you were in the military that resulted in loss of pay or privileges, detention, and/or reduction in grade (this does not include traffic offenses unless you were placed into custody)?

YES NO If "YES", provide the required information in the spaces below:

Date:	Charge:	Location: (City/State)	Disposition

DRIVING HISTORY: Do you currently have a valid driver's license? YES NO

State:	License Class:	Expiration:	DL Number	Restriction

Have you ever had any other driver's licences? YES NO If you check "YES", in the spaces below list all states where you have been licensed and/or all names you have been licensed under:

DL Number	Name	State

If you have served or are serving in the United States Military, list the dates of service, branch, and supervisor contact information:

Branch:	Dates of Service	Supervisor's Name/Contact #

REFERENCES: List three (3) references that we may contact do not include previous employers/supervisors.

Name	Phone Number	Mailing Address	Relationship – How long known

Last Name: _____

WILLINGNESS QUESTIONNAIRE:

Applicant's Name: _____

Please complete the following questions concerning the Police Officer position for which you are applying for and write your answers in the form of "YES" or "NO".

1. Are you willing to stand in the middle of a busy intersection direction traffic wearing a helmet in 110 degree weather? _____
2. Are you willing to physically examine a dead body for signs of injury? _____
3. Are you willing to work on legal holidays (i.e. Christmas Day, Thanksgiving, July 4th)? _____
4. Are you willing to work rotating shifts with days off? _____
5. Are you willing to report for duty upon short notice or on days off-sacrificing personal plans? _____
6. Are you willing to investigate accidents in the rain or snow? _____
7. Are you willing to arrest a friend if necessary? _____
8. Are you willing to spend hours writing reports while on overtime? _____
9. Are you willing to work 16 hours in a row if necessary? _____
10. Are you willing to handle situations that involve the possibility of injury to yourself? _____
11. Are you willing to accept a court decision that runs contrary to your own wishes? _____
12. Are you willing to subject yourself to intense public scrutiny and criticism? _____
13. Are you willing to accept being told exactly what to do? _____
14. Are you willing to maintain your composure while being insulted or sworn at? _____
15. Are you willing to observe an autopsy, if required? _____
16. Are you willing to notify a citizen that a member of their immediate family has just been killed? _____
17. Are you willing to investigate situations involving abused or molested children? _____
18. Are you willing to undergo six (6) months of intensive training before being able to work on your own? _____
19. Are you willing to take another human's life if necessary and appropriate? _____
20. Are you willing to deal with suicide victims and their families? _____
21. Are you willing to search a dark building for a dangerous suspect if necessary? _____
22. Are you willing to enforce laws that you do not agree with? _____

IF YOU ANSWERED "NO" ON ANY OF THE QUESTIONS ON THIS WILLINGNESS QUESTIONNAIRE, PLEASE REFRAIN FROM SUBMITTING YOUR APPLICATION.

SIGNATURE OF APPLICANT

DATE

Last Name: _____

MVD-11260
REV. 03/01

State of New Mexico - Taxation & Revenue Department
MOTOR VEHICLE DIVISION



CONFIDENTIAL RECORDS RELEASE

(Pursuant to Section 66-2-7.1, NMSA 1978)

TYPE OR PRINT PLAINLY (INQUIRIES THAT CANNOT BE READ WILL NOT BE PROCESSED)

Provisions of the New Mexico Motor Vehicle Code make personal information about an individual confidential, and restrict disclosure. This form authorizes the release of Driver or Vehicle information containing personal information to:

- an individual, or an individual's authorized representative; or
- a requestor, if the requestor has obtained the written consent of the individual to whom the information pertains.

Note: For purposes of this Release, the term "personal information" means:

- with respect to **vehicle records**, the driver license number, date of birth, address, city and state.
- with respect to **driver records**, the name, address, city, state, social security number, driver license number, date of birth, height, weight, medical restrictions, image and signature.

REQUESTOR / AUTHORIZED REPRESENTATIVE NAME & ADDRESS

REQUESTOR'S NAME - Company or Individual - (Last, First, MI):

Requestor's SS # or Employer ID #

Lovington Police Department - City of Lovington, NM

856000604

Mailing Address (Number & Street):

City, State, Zip Code:

213 S. Love Street

Lovington, NM 88260

PERSON TO WHOM INFORMATION PERTAINS

NAME (Last, First, MI)

Mo./ Day / Yr. of Birth

Mailing Address (Street & Number)

Social Security #

City, State, Zip Code

Telephone #
()

Driver License / ID Card Number (If Applicable)

Vehicle License Plate / Identification Number(s) (If Applicable)

TYPE OF INFORMATION REQUESTED

DRIVER RELATED

- Motor Vehicle Record
- Copies of Citations or Withdrawal Notices
- Copy of License / ID Card Application

Other: _____

VEHICLE RELATED

- Printout of Vehicle Registration / Owner Information
- Copy of Vehicle or Title or MSO
- Copy of Bill of Sale

Other: _____

Provide additional information to accurately and specifically identify the information requested above: _____

Pursuant to the National Driver's Privacy Act, Public Law 103-322, I hereby swear and affirm that this requested release of information is permissible and will be used according to law.

The undersigned takes full responsibility for any violations of this Act.

I authorize the release of my personal information to: Me Authorized Representative Requestor

Signature of Person _____
to Whom Information Pertains _____ Date _____

If personal information is to be released to anyone other than the individual, this Release must be notarized.

NOTARY: Subscribed and sworn to before me at _____,
this _____ day of _____, 19 ____.

Signed _____

My commission expires: _____

**THIS RELEASE IS
VALID FOR 30 DAYS
FROM DATE OF AUTHORIZATION**

SEAL

New Mexico Department of Public Safety Training Center
 4491 Cerrillos Road, Santa Fe, New Mexico 87507
 (505) 827-9251—(877) 237-7532 (NM Only) —Fax: (505) 827-3449— nmlea.dps.state.nm.us

EXIT FITNESS STANDARDS - 60TH PERCENTILE

Aerobic Power
 1.5 mile run (in minutes/seconds)

Age	Male	Female
<20	11:27	13:25
20-29	11:27	13:25
30-39	11:49	14:33
40-49	12:25	15:17
50-59	13:53	17:19
60+	15:20	18:52

Apply altitude adjustments as appropriate from chart on page 6.

Anaerobic Power
 300 Meter Run (in seconds)

Age	Male	Female
<20	54.0	61.0
20-29	54.0	61.0
30-39	55.0	71.0
40-49	64.0	79.0
50-59	74.0	79.0
60+	74.0	79.0

EXIT FITNESS STANDARDS - 50TH PERCENTILE

Aerobic Power
 1.5 mile run (in minutes/seconds)

Age	Male	Female
<20	11:58	14:15
20-29	11:58	14:15
30-39	12:25	15:14
40-49	13:05	16:13
50-59	14:33	18:05
60+	16:19	20:08

Apply altitude adjustments as appropriate from chart on page 6.

Anaerobic Power
 300 Meter Run (in seconds)

Age	Male	Female
<20	56.0	64.0
20-29	56.0	64.0
30-39	57.0	74.0
40-49	67.6	86.0
50-59	80.0	86.0
60+	80.0	86.0

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PHYSICAL PERFORMANCE INFORMATION

The applicant being examined must obtain a medical clearance to participate in the Basic Police Officer Training (BPOT) or Certification by Waiver of Previous Training (CBW) program at the Academy or at an accredited regional/satellite academy. Both programs require a certain level of physical activity as follows:

- (1) Fitness Standards, screening for BPOT and certification for BPOT and CBW
- (2) Agility Courses
- (3) Academy Related Stressors:
 - (a) Physical Conditioning Program
 - (b) Defensive Tactics Training
 - (c) Firearms Training
 - (d) Academic Requirements

1. Fitness Standards

Prior to entering a BPOT the applicant is screened for a minimum fitness level as measured by a battery of five tests with two potential alternates. These tests are based upon the 40th percentile as established by the Institute for Aerobics Research. Applicants must meet the minimum standard or they will be dismissed from the BPOT program. BPOT applicants are required to complete the 1.5 mile run and 300 meter run at the 60th percentile and the two agility courses prior to certification. CBW applicants are required to complete the 1.5 mile run and 300 meter run at the 50th percentile and the two agility courses prior to certification. See pages 6 and 8.

2. Agility Courses

The applicant must perform simulated job tasks while wearing a ten (10) lb. weight, which represents standard duty equipment. **Agility Course 1 - Pursuit:** must be completed in 3 minutes and 5 seconds. **Agility Course 2 - Rescue:** must be completed in 42 seconds. See page 7.

3. Academy-Related Physical Stressors:

3a. Physical Conditioning Program

The BPOT fitness program involves a minimum of 1 hour per day, 3 days a week. The program focuses on cardio-respiratory endurance (aerobics), strength, muscular endurance, speed, agility and balance. Exercise routines may consist of sprinting, long-distance runs of 3 to 5 miles, circuit training calisthenics, a circuit containing agility exercises, a circuit containing power exercises, lifting free weights, floor aerobics and step aerobics. Exercise sessions are both high intensity and high impact.

3b. Defensive Tactics Training

This training will include mat impacts from takedown techniques, aerobic body activity, joint stretching and full range of motion movement. Leg stress may result from kneeling, twisting, turning, standing up and standing for long periods of time. Body stress may result from trunk twisting, bending, hand and grip strength, finger/hand dexterity and eye/hand coordination exercises.

3c. Firearms Training

Applicant needs the ability to maintain continuous good balance, stand for long periods of time, hold a three pound object in an extended arm position long periods, moderate to strong gripping ability, good finger and hand dexterity. Applicant will also need average or above average eye and hand coordination, kneeling ability, and possess uncorrected or corrected visual acuity of 20/30 in both eyes combined.

3d. Academic Requirements

Applicant will sit for long periods of time and maintain a forward leaning position at a table or desk and must possess normal hearing ability, normal writing dexterity and writing ability.

Last Name: _____

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ENTRY FITNESS STANDARDS - 40th PERCENTILE

60+	17:19	20:55
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#1 Upper Body Strength

1 minute maximum number of push-ups

Age	Male	Female Modified	Female Full Body
20-29	29	23	15
30-39	24	19	11
40-49	18	13	9
50-59	13	12	9
60+	10	5	9

#4 Anaerobic Power

300 meter run

Age	Male	Female
< 20	59.0	71.0
20-29	59.0	71.0
30-39	58.9	79.0
40-49	72.0	94.0
50-59	83.2	94.0
60+	83.2	94.0

#2 Muscular Endurance #5 Flexibility

1 minute maximum number of sit-ups sit and reach -inches

Age	Male	Female
< 20	41	32
20-29	38	32
30-39	35	25
40-49	29	20
50-59	24	14
60+	19	6

#5 Flexibility

Sit and reach inches

Age	Male	Female
< 20	16.5	20.5
20-29	16.5	19.3
30-39	15.5	18.3
40-49	14.3	17.3
50-59	13.3	16.8
60+	12.5	15.5

#3 Aerobic Power

1 ½ mile run

Age	Male	Female
< 20	12:29	15:05
20-29	12:29	15:05
30-39	12:53	15:56
40-49	13:50	17:11
50-59	15:14	19:10

Altitude Adjustments for 1 ½ Mile Run

- Under 5000 ft. No adjustment
- 5000 – 5999 ft. add 30 seconds
- 6000-6999 ft add 40 seconds
- 7000-8000 ft add 50 seconds
- Above 8000 ft. add 60 seconds