



1-85-2 ~~_____~~ RECRUITING UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOPs

~~2-621-18 (formerly 6-2) _____ Backgrounds Investigations (Formerly 6-2) Unit~~
~~3-41 Complaints Involving Department Personnel~~

B. Form(s)

~~PD 1002X Ride-Along Form _____~~
~~PD 2409 No -Score Physical Abilities Test (PT) Form _____~~

C. Other Resource(s)

~~Americans with Disabilities Act of 1990~~
~~APD Online APDonline.com~~
~~Recruiting Unit Operations Manual~~

D. Rescinded Special Order(s)

None

None

1-85-1 Purpose

~~The purpose of the this policy is to outline the rules, roles, and responsibilities requirements of the Albuquerque Police Department (Department) Recruiting Unit is to apply when implementing the Strategic Recruitment Plan in order to increase the number of qualified individuals applicants from the community to enter the selection process to become a police officer in order to attend the Albuquerque Police Academy for the positions of Police Officer, Lateral Police Officer, No Experience Lateral Police Officer, and Police Service Aide (PSA). It is also to The purpose of this policy for the Department to Unit Department recruits individual people applicants for employments without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or of disabled veteran status, or religion.~~

~~The purpose statement of the policy should embody the Department's vision, mission, and core values, while preserving the constitution, and federal and local laws.~~

1-85-2 Policy

~~It is the policy of the Albuquerque Police Department (Department) to provide clear guidance and objectives when applying the Strategic Recruitment Plan. The policy also provides rules, roles and responsibilities for Recruiting Unit personnel. The policy statement should be a 1-3 sentences describing what the reader can expect to find in the draft, beginning with "It is the policy of the Albuquerque Police Department (Department)".~~



N/A

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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.~~



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~~The Department recruits individuals without regard to race, color, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era or disabled veteran status.~~

1-85-36-2-2 ~~_____~~ DEFINITIONS

A. APD ~~On-line Application~~ Interest Card Application

~~A web-based application that a person seeking to become a police officer completes during the initial step in the hiring process. The APD ~~on-line application~~ Interest Card Application which automatically assesses the police applicant for eligibility to continue with the hiring process, which is ~~completed~~ ~~electronically~~ when the applicant completes an APD ~~online application~~ Interest Card Application. ~~Application deadlines for any class shall be determined by the Academy Director and posted on APDonline.com.~~~~

B. Experienced Lateral Police Officer

~~A state ~~currently~~ certified law enforcement officer who has ~~2~~ ~~two~~ ~~(two)~~ years' law enforcement experience with a certified law enforcement agency. ~~The police officer's certification may be in state~~ ~~state~~ or out-of-state.~~

~~APD Online Interest Card Application~~

~~Initial step phase in the hiring application process which will automatically assess the police applicant for eligibility to continue with the hiring process. This is completed electronically when the applicant completes an APD online interest card application.~~

C. No Experience Lateral Police Officer

~~A ~~currently~~ State-certified law enforcement officer with six hundred and seventy-seven (677) hours of law enforcement, ~~police~~, or ~~military~~ police training. The police officer's certification may be in state or out-of-state.~~

D. Police Applicant

~~An individual who ~~has~~ submitted an ~~interest card~~ APD Interest Card ~~On-line~~ Application ~~application~~ applied through ~~apd~~ APDonline.com ~~on the Departments website~~, who ~~has~~ meets all criteria listed on the website and ~~is~~ is qualified ~~to~~ select a test date.~~

E. Police Service Aide (PSA)

~~A civilian Department position ~~within the Department~~ that assists sworn personnel in fulfilling and responding to non-critical calls that do not necessitate a ~~sworn~~ ~~personnel~~ response by sworn personnel.~~



F. Recruiting Unit Supervisor

~~A sworn or civilian Department employee who, if sworn, holds member of the Department at the rank of Sergeant or higher above, if sworn, or who, if civilian, holds the position of Director designated as "director" if civilian. The Recruiting Unit Supervisor oversees the daily operations of the Unit including sworn or any civilian personnel assigned to the Unit. An entry level position for those wanting to become a law enforcement officers but do not yet meet the minimum requirements to do so.~~

G. Strategic Recruitment Plan

~~A plan that involves consulting with community stakeholders and taking their recommendations and communication through social media platforms, in order to attract qualified police applicants from a diverse group in the community. A detailed plan with clear goals, objectives, and action steps that will be taken can be found in the Recruiting Unit Operations Manual.~~

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 of 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 City entrance exam, or applicable reading test will not be allowed to re-apply for six months.~~

~~Disqualification can be for one or more selection processes at the discretion of the Academy Lieutenant.~~

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. Highly Qualified Applicant

~~A qualified applicant who has successfully completed one of the testing weekends and is in the background investigation process.~~



~~E. 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.~~

~~F. 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.~~

~~G. Qualified Applicant~~

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

~~H. 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.~~

7 1-85-46-2-3 ~~Roles and Recruiting Unit Responsibilities~~ **ADMINISTRATION AND PERSONNEL**

A. The Recruiting Unit Supervisor shall:

- 1. Oversee the daily operations of the Unit including sworn or any civilian personnel assigned to the Recruiting Unit;

~~A sworn or civilian member of the Department at the rank of Sergeant or higher if sworn, or designated as "director" if civilian. The recruiting unit supervisor oversees the daily operations of the Unit including sworn or any civilian personnel assigned to the Unit.~~

- 2. The Recruiting Supervisor shall create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics; and

- 3. The Recruiting Supervisor works collaboratively with the Background Investigations Unit personnel; and

- 4. Be is knowledgeable on disqualification criteria and steps in the selection process.

~~Director of Recruiting shall: Training~~



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~~The Director of Training Recruiting is appointed by the Chief who oversees is the Commander 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.~~

~~E. Lieutenant~~

~~The Academy Lieutenant is responsible to the Director of Training. The Lieutenant monitors and directs all functions of the Backgrounds and Recruiting 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.~~

~~F. Sergeant~~

~~Supervisor of the Unit. The Sergeant reports to the Academy Lieutenant. The Sergeant:~~

~~0. Monitors the entire recruiting and selection process and supervises all assigned support staff.~~

~~0. Orients and trains unit recruiters and detectives.~~

~~0. Completes monthly statistics by the last day of each month.~~

~~0. Be responsible for:~~

~~▣ Maintaining Recruiting and Selection statistics.~~

~~▣ Completing cadet class reports 30 days after the start of the Academy training.~~

~~0. Coordinates and monitors all applicant medical examinations through Employee Health.~~

~~0. 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.~~

~~0. The following are the forms required by NMDPS:~~

~~▣ Form LEA-1: Application for Admission/Certification~~

~~▣ Form LEA-2: Employment Verification (original signatures)~~

~~▣ Form LEA-3: Medical Examination Procedures, Medical History (original signatures, dated within one year of admission to Academy)~~

~~▣ Form LEA-4: Current Psychological Examination (original signatures, dated within one year of admission to Academy)~~

~~▣ Form LEA-5: Fingerprint Affidavit (original signatures)~~

~~▣ Form LEA-6: Applicant Affidavit (original signatures)~~



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- ~~Form LEA-8: Waiver of Liability (original signatures)~~
- ~~Form LEA-9: Release of Information (original signatures)~~
- ~~Form LEA-12: Applicant Affidavit of US Citizenship.~~
- ~~Notarized copy of high school diploma, G.E.D. certificate or college transcript.~~
- ~~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)~~
- ~~Notarized copy of DD-214 (if applicable).~~

~~Be Appointed by the Chief of Police who oversees the recruiting unit. The Director is responsible for the creation of the Strategic Recruitment Plan and ensuring that the Unit's activities conform to the goals and objectives of the plan.;~~

~~CrWill create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of applicants across all demographics.;~~

~~Be Familiarity withfamiliar with the disqualification criteria and steps in the selection process.;~~
~~and~~

~~Supervising recruiting activities and, Unit personnel to include any contracted personnel.~~

~~OO-B. The Recruiting Unitment Detectives shall shall /CivilianCommunity Service Aide (CSA);~~

- ~~1. Coordinates the Department's application process for any walk-in police applicants.;~~
- ~~2. Engages with police applicants to provide guidance or assistance with any portion of the testing process, such as sample tests for the physical fitness assessment and written exams;~~
 - ~~a. The Recruiting Unit -In addition, Detectives may offer to review police applicants' document packets for completeness and to answer questions.;~~
- ~~3. Attend s, as assigned, career fairs, social gatherings, or classes for the purpose of recruiting applicants to the police Department.;~~
- ~~4. May serve as a background investigator for purposes of administering the City of Albuquerque entrance exam, Nelson-Denny exam, pPhysical abilities test, and may collect applicants' Personal History Statements (PHS).;~~
- ~~5. PossessePossesse human resources administrative knowledge, as well as knowledge of equal opportunity requirements, and the-Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection.;~~



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6. Maintains relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of applicants across all demographics;
7. Organizes, maintains and keeps clean all equipment clean. Equipment, this includes, but is not limited to:
 - a. Recruiting Unit display vehicle(s);
 - b. Brochures;
 - c. Tents;
 - d. Posters;
 - e. Monitors;
 - f. Current promotional items;
 - g. Recruiting Mobile Data Terminals (MDT) for display; and
 - h. Any other device, object, or material used utilized by the Recruiting Unit personnel.
8. Reviews the APDonline.com database daily for police applicants' statuses;
9. Is Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;
10. On a daily basis, Review the Recruiting Unit mail, emails, texts, and phone inbox-voice messages daily and responds to emails or other electronic or written correspondence in a timely manner; and
11. Maintains all online and other social media platforms, including, but not limited to:
 - a. APDonline.com APDonline.com to ensure content reflects the latest and most accurate information; and
 - b. Social media platforms to ensure fresh content is uploaded and respond to messages, as appropriate, to messages.
12. Be committed to providing strict security and confidentiality of the recruitment and selection process.
 - a. All information obtained by the Recruiting Unit is restricted to authorized personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP).
 - b. Under no circumstances shall information be released without a court order.
 - c. Strict adherence to established information management and confidentiality procedures are required and mandatory for all personnel involved in the selection process.
 - d. The files shall remain in a secure facility and shall only be accessed by authorized personnel.

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- e. Each full-time member employee of the Recruiting Unit shall be required to sign a confidentiality agreement.
- i. ~~Someone~~ Recruiting Unit Supervisor shall report when Recruiting Unit personnel ~~violates~~ ~~ions of~~ the provisions outlined in the confidentiality agreement ~~shall be reported~~ to the Internal Affairs Professional Standards (IAPS) Division, consistent with SOP Complaints involving Department Personnel ~~Policy or Personnel~~.
- f. Collateral recruiters are prohibited from having access to confidential applicant information, and, therefore, are not required to sign a confidentiality agreement.

C. Recruiting Unit Collateral/Contracted Personnel

- 1. Department Personnel may ~~who~~ assist the Recruiting Unit personnel by performing the responsibilities of a Recruiting Unit Detective, in a collateral/contracted assignment, at the direction of the Recruiting Unit Supervisor.
- ~~1. Coordinate the s APD application process for Gives information to and assists all walk in police applicants.;~~
- ~~2. Attends, as assigned, any career fairs, social gatherings, or classes for the purpose of recruiting police applicants.;~~
- ~~3. SMay sServes as a background investigator for purposes of administering the City eEntrance exam, Nelson Denny exam, Physical Abilities test and pPersonal Hhistory sStatement.;~~
- ~~4. PossessePossesss human resources 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.;~~
- ~~Recruiting personnel will create and Mmaintain relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of applicants across all demographics.;~~ Familiarity with disqualification criteria and steps in the selection process.
- ~~Organize mMaintain and keep cleans all display equipment,, brochures, and other recruiting material and equipment this includes but is not limited to:~~
- ~~Recruiting Unit display unit(s);~~
- ~~Brochures;~~
- ~~Tents;~~
- ~~Posters;~~
- ~~Monitors;~~
- ~~Current promotional items; and~~



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~~Recruiting Mobile Data Terminals for display.~~

~~RDaily review of APD eOnline database daily for applicantsapplicant's interest cardAPD online application status.;~~

~~Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual.; and~~

~~Daily Rreview of Rrecruiting Uunit email inbox daily, and respond/follow up to emails.~~

~~5.~~

~~6. Administers and scores the beginning stages of the selection process.~~

~~7. Maintains all display equipment, brochures, study packets, and other recruiting material and equipment.~~

~~8. Ensures there are sufficient and complete materials for all tests.~~

~~9. Ensures all elements of the selection process are administered, scored, evaluated, and interpreted in a fair and uniform manner.~~

~~pp. 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.~~

~~1. Is thoroughly trained in the content and use of the selection process.~~

~~1. Has received training in background investigation through classroom and/or on the job training.~~

~~1. 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.~~

~~1. Assists in administering, scoring, and evaluating of the initial stages of the selection process.~~

~~1. Schedules and monitors the selection process for candidates from the background investigation stage through the final selection for the Academy.~~

~~1. Ensures the final candidates selected for the Academy clearly understand the physical and mental requirements which will be expected of them.~~

~~1. Confirms that candidates have picked up the orientation packet prior to the orientation.~~

~~2. Coordinates scheduling of applicant physicals with the Wellness Unit after Chief's Selection.~~



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~~3. May serve as a recruiter.~~

~~00. Administrative Aide II (Background);~~

~~0. Organizes and creates background folders, including folders for background records checks.~~

~~1. Sends out all prior residence letters, employment letters, and reference letters needed for background investigations.~~

~~1. Sends out termination letters, congratulation letters and orientation packets.~~

~~1. Conducts Interstate Information Index checks (III checks), I.D. checks, NCIC checks and Records checks.~~

~~2. Maintains files of current and previous classes.~~

~~3. Updates and verifies results in the recruiting and background computer tracking system (PRCR).~~

~~4. 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.~~

~~4. Compiles class information to track each class and class statistics from the interest card stage through on the job training (OJT).~~

~~4. Organizes and disseminates study packets for the internal selection board.~~

~~4. Responds to background information requests from other police departments.~~

~~4. Completes data entry of all testing scores and maintains applicant database (PRCR).~~

~~5. Performs other duties as assigned by the Recruiting supervisor or commander.~~

~~RR.D. The Recruiting Unit Administrative Assistant/Aide shall (Recruiting) shall:~~

~~1. Answers telephones, es. Takes messages when necessary, and/or refers callers to the appropriate recruiter, background investigator, or supervisor;~~

~~a. If the call is not related to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.~~

~~2. Provides only basic information to potential police applicants and shall refer interested police applicants who call-in or show-up in person will be referred to a recruiting detective;~~

~~3. Performs data entry functions or administrative tasks; and~~



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~~1. Performs other duties as assigned by the supervisor of the Recruiting Unit or their designee.~~

~~4.~~

~~The Academy Division Commander shall determine a~~
~~E. Application deadlines for any upcoming classes shall be determined by the Academy Director and that are posted on APDonline.com.~~

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~~Answer the telephones.~~

~~2. 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.~~

~~3. Provides only basic information to potential applicants. Interested applicants who call in or show up in person will be referred to a detective; and or or administrative assistant. CSA.~~

~~4. Mails information packets, study guides, and other various documents.~~

~~Enters and files applicant interest cards applications.~~

~~5. Performs other duties as assigned by the Director of Recruiting or their Designee.~~

~~6. Updates and verifies results in the recruiting and background computer tracking system.~~

~~7. Orders supplies for the section once a month.~~

~~8. Makes copies of necessary documents.~~

~~9. Creates new forms or documents and updates existing forms or documents when necessary.~~

~~10. Logs all incoming and outgoing mail.~~

~~11. Prepares and maintains testing applicant list.~~

~~12. Prepares materials for recruiting trips and job fairs.~~

~~Performs other duties as assigned by the Unit supervisor or commander.~~

~~13.~~



- 14. ~~Puts together civilian background folders.~~
- ~~Attends events to assist~~

Recruiting Collateral/Contracted Personnel

~~Personnel who assist the Recruiting Unit by performing the responsibilities of a Recruiting Detective, in a collateral/contracted assignment at the direction of the recruiting supervisor. Personnel whoA sworn member of the Department who assists the Recruiting Unit by performing the responsibilities of a Recruiting Detective, in a collateral assignment capacity/contracted assignment at the direction of the Director of Recruiting.~~

~~6-2-41-85-5 DressRESS AttireTTIRE forFOR PersonnelPERSONNEL~~

~~A. Recruiting Unit pPersonnel shall always be professionally dressed in order to reflect favorably on the Department. This includes wearing the police uniform or other approved uniform by the Supervisor of Recruiting at career fairs, lectures, presentations, and other public appearances consistent with SOP Uniforms. Recruiting Unit Personnel shawill always be professionally dressed in order to reflect favorably on the Department. This includes wearing the police uniform or other approved uniform by the Director of Recruiting at career fairs, lectures, presentations, and other public appearances. Uniforms shawill be neat, clean, and pressed consistent with SOP Uniforms.~~

~~6-2-5 RECRUITING TASKS AND RESPONSIBILITIES~~

N/A

- ~~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. If time permits, the recruiter may complete the application during an initial phone inquiry.~~
- ~~C. Applicants will be screened using the initial application, to ensure compliance with State and City minimum requirements. This is completed electronically when the applicant completes an APD online interest card. APDonline is an automated system which will automatically assess the candidate for eligibility to continue with the hiring process. 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 the determination that the applicant meets the minimum qualifications, he/she will be scheduled themselvesfor the desired testing dates which are listed.~~

~~1-856-2-6 ApplicationPPLICATION DEADLINESDeadlines~~

~~Application deadlines for any class shall be determined by the Academy Director and posted on APDonline.com. Application deadlines for any class shawill be determined by the Academy Commander Lieutenant and Director of Recruiting and posted on APDonline.~~



~~6-2-7 OPERATIONAL PROCEDURES SELECTION~~

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~~A. Class Selection Process~~

~~A specific selection process is initiated for each cadet class upon notification by the the Academy Lieutenant.~~

~~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 Academy Lieutenant 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.~~

~~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 Academy Lieutenant.~~

~~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:~~



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~~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.~~
- ~~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~~



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~~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.~~
- ~~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 4 years of completing on the job training (OJT). Failure to comply with the college requirement may subject the employee to termination based on the individual's employment contract.~~

~~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.~~



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- ~~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).~~
- ~~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 certified or eligible for certification by the New Mexico Department of Public Safety.~~
- ~~13. Must have two (2) years applicable consecutive service from date of hire, and must have successfully completed their probationary period.~~
- ~~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;~~



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~~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.~~

~~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 Academy Lieutenant, and with the concurrence of the Director of Training.~~



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~~D. Police Service Aide~~

~~The minimum initial selection standards for Police Service Aide (PSA) 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 three (3) years. Candidates who within three (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.~~
- ~~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 RECRUITMENT SELECTION PROCESS~~

~~The selection process is comprised of the follow selection steps:~~

~~A. Step 1 Initial Application/Interview~~

~~Purpose: To identify applicants who meet the preliminary minimum entrance selection standards and qualifications.~~

- ~~1. 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 Academy Lieutenant, 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 disqualified for six (6) months.~~

~~B. Step 2 Physical Abilities Test~~

~~Purpose To identify applicants who meet the preliminary physical ability levels.~~

- ~~1. Candidates will proceed through standardized set of physical ability tests. Passing scores for this step are determined by the New Mexico Department of Public Safety. Physical Abilities Components will consist of:
 - ~~a. Sit ups~~
 - ~~b. Push Ups~~
 - ~~c. 300 meter run~~
 - ~~d. 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. Exceptions can be made for overnight traveling applicants and other circumstances.~~



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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 Academy Lieutenant in order to meet the needs of the Department.~~

~~c. Step 3 Written Examinations~~

~~Purpose The Police Entrance Exam, Police Service Aide Exam, and the reading and comprehension test are administered to identify applicants 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 reading and comprehension test.~~

~~a. The passing score for the reading and comprehension test is 10.6 (raw score 81).~~

~~b. Test results are good for one year.~~

~~c. Applicants who fail the reading and comprehension 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 Academy Lieutenant based on the needs of the Department.~~

~~2. City Human Resources personnel or their designee will administer the 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.~~

~~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 the Academy Lieutenant.~~



~~D. Step 4 Personal History Statement (PHS)~~

~~Purpose To verify that applicants 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~~

~~After successfully passing steps 1-3, applicants will be submit a completed Personal History Statement. The applicants will then be interviewed by a recruiting and backgrounds 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 PHS. The interviewing detective will review all documents for completeness and legibility. These 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. Staff will verify that the proper documents are attached, to the extent applicable. These documents are:~~

- ~~• State birth certificate (Original or notarized copy).~~
- ~~• High school diploma or GED (Notarized copy) or, if unavailable, an official copy of the high school transcripts indicating the date of graduation.~~
- ~~• Military separation papers (DD-214), if applicable.~~
- ~~• Official copies of high school and college transcripts.~~
- ~~• All signed waivers (notarized).~~
- ~~• Copies of all certificates, awards, letters of commendation, etc.~~
- ~~• Current credit report.~~
- ~~• Notarized copy of social security card (front and back).~~
- ~~• Selective service registration card.~~
- ~~• Notarized copy of driver's license (front and back).~~
- ~~• Personal photograph (waist up) for identification purposes~~

~~1. 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.~~

~~2. The interviewing staff member will complete the recommendation form.~~

~~3. A supervisor approval signature is required on all terminated applicants.~~

~~4. The Academy Lieutenant or his designee will make the final determination on termination of the applicant.~~



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~~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.~~

~~E. Step 5 Conditional Job Offer/2nd 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.~~

~~1. 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~~

~~2. All candidates who pass Chief's Selection will be recommended to participate in the A.P.D. Ride-Along Program.~~

~~3. 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.~~

~~F. Step 6 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 recruiting and background unit sergeant will assign all background investigations, keeping a log of each assignment.~~

- ~~a. Completed background investigations are reviewed by the Recruiting and Background 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, 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 Academy Lieutenant will 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.~~
- ~~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 Sage – At any point in the background process a candidate may be recommended for termination by the background investigator.
 - ~~a. The termination mem will be addressed to the background and recruiting Sergeant who will review and sign the recommendation form.~~
 - ~~b. The Academy Lieutenant will have final authority to terminate a candidate from the background process. Any appeal of disqualification will reviewed by the Director of Training.~~~~
- ~~7. Termination Memorandum – The termination memo must include:
 - ~~a. Specific details verifying the reason(s) for termination~~
 - ~~b. 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:
 - ~~c. Truthfulness (Honesty, Integrity, Promise Keeping, Loyalty)~~
 - ~~d. Responsibility (Accountability, Excellence, Self Restraint)~~
 - ~~e. Caring~~
 - ~~f. Citizenship~~
 - ~~g. Respect for Others~~
 - ~~h. Fairness~~~~~~



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~~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.~~

~~6. Step 7 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 may be 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.~~

~~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 based on this review the Section Sergeant will then determine the status of the candidate, and with the approval of the Academy Lieutenant the candidate will:~~

~~a. Be dropped from the process;~~

~~b. Return to Chief's Selection Board; or~~

~~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~~



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~~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 Academy Lieutenant 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 Academy Lieutenant, sergeant, and background investigator to determine if the candidate will:~~

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

~~7. Any intentional deception may result in permanent disqualification.~~

~~H. Step 8 – Administration of psychological Testing Instruments~~

~~Candidates are administered a battery of written psychological tests as determined by the Behavioral Sciences Section and approved by the Chief of Police. The written psychological tests are administered by Behavioral Sciences Section or their designee.~~

~~I. Step 9 – 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~~



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~~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 Director of Training for signature the notification letter describing the appeal process. The notification letter will be signed by the Director of Training 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 Section will maintain all records on psychological reports and will forward all necessary documentation to the Recruiting and Backgrounds Unit. The Recruiting and Backgrounds Unit will be responsible for forwarding all documentation to the New Mexico Law Enforcement Academy. Once an applicant graduates from the APD Academy, the background file, to include a copy of their psychological exam, will be forwarded to APD Personnel Section to be maintained with their permanent personnel file.~~

~~J. Step 10 – 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 at least three (3) of the following:~~

- ~~a. Chief of Police or designee~~
- ~~b. Deputy Chief – Investigations Bureau or designee~~
- ~~c. Major – Field Services Bureau or designee~~
- ~~d. Major – Professional Accountability Bureau or designee~~
- ~~e. Director of Training~~
- ~~f. Lieutenant – Selection and Training Section~~

~~2. The Recruiting & Background Unit Sergeant 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 is presented with an 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.~~



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- ~~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.~~

~~K. Step 11 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 and physical exam are kept in the Recruiting and Background Unit until the commencement of the academy and then are forwarded to Police Payroll/Personnel.~~
- ~~8. All medical records remain confidential and are kept separately from background files by the City Human Resources Department. The results of drug tests on applicants/candidates are kept confidential.~~

~~6-2-10 DISQUALIFICATION CRITERIA~~



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- ~~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. 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 Academy Lieutenant 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 (PDP) as adjudicated for a felony crime committed will be permanently disqualified.~~
 - ~~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 Academy Lieutenant~~

~~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 highly qualified applicant on a case-by-case basis.~~

~~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.~~

~~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.~~

~~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.~~
- ~~C. Applicants/Candidates terminated at or after Chief's Selection are notified by letter using official department letterhead.~~

~~6-2-14 DISQUALIFICATION LETTERS~~

~~The Recruiting and Background Unit Sergeant reviews the memo, and based on the Recruiting and Background Section S.O.P., recommends a date of eligibility. Both the memo and recommendation are forwarded to the Academy Lieutenant 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, and will not include the reason(s) for disqualification.~~
- ~~B. Disqualification letters are generated by the background investigator and signed by the recruiting and background Sergeant. Copies of the disqualification letter, supporting memo, and recommendation form are placed in the candidate's file.~~

~~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 ability test to ensure that they maintained a level of physical fitness, and any other tests as deemed necessary, as determined by the Recruiting and Background Sergeant and the Academy Lieutenant.~~

~~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 begin the process from those stages. Valid tests are determined by the Recruiting Unit Sergeant and the Academy Lieutenant, 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 Recruiting and Backgrounds 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 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 Recruiting and Background Sergeant assigns the file to a background investigator, who completes a standard civilian background file.~~

~~C. Background Investigations of civilian personnel will 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~~
- ~~7. Financial History~~

~~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.~~

~~1-85-76-2-18~~ ~~INFORMATION~~information ~~MANAGEMENT~~Management

~~The Recruiting and Background Investigations Units are committed to providing strict security and confidentiality of the recruitment and selection process.~~

~~All information obtained by the Recruiting and Background Section is restricted to authorized personnel and shall only be used and maintained for the purposes outlined in the Section Standard Operating Procedures.~~

~~Under no circumstances shall information be released without a court order.~~

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~~Strict adherence to established information management procedures is required and mandatory for all personnel involved in the selection process. The Recruiting Unit and Background Section Investigations Unit is/are committed to providing strict security and confidentiality of the recruitment and selection process.~~

~~All information obtained by the Recruiting and Background Section is restricted to authorized personnel and shall only be used and maintained for the purposes outlined in the Section Unit's Standard Operating Procedures.~~

~~Under no circumstances shall 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.~~

~~1-85-86-2-19~~ ~~Confidentiality~~ CONFIDENTIALITY

~~All files and information obtained pertaining to background investigations are confidential.~~

~~The Backgrounds Unit shall maintain the files of unsuccessful candidates.~~

~~The files shall remain in a secure facility and shall only be until such time as they need to be accessed by authorized personnel.~~

~~Each full-time member of the Recruiting Unit shall be required to sign a confidentiality agreement; violations of the confidentiality agreement shall be reported to Internal Affairs Professional Standards (IAPS) consistent with SOP Complaints involving Department Policy or Personnel.~~

~~Collateral recruiters are prohibited from having access to confidential applicant information, and therefor are not required to sign a confidentiality agreement. All files and information obtained pertaining to background investigations are confidential. The Recruiting and Backgrounds Unit shall maintain the files of unsuccessful candidates.~~



~~The files shall remain in a secure facility until such time as they need to be accessed by authorized personnel.~~

~~=~~

~~B. Authorized Personnel: Only personnel assigned to the Recruiting and Backgrounds Section Unit, or authorized by the Director of Training are permitted to handle or view background files.~~

~~=~~

~~=~~

~~Each member of the Recruiting Unit Section shall be required to sign a confidentiality agreement.~~

~~=~~

~~C. ; Violations of the confidentiality agreement shall be reported to Internal Affairs Professional Standards consistent with SOP Complaints involving Department Policy or Personnel.~~

~~=~~

~~D. Violation of the confidentiality agreement or procedures may result in disciplinary action, including immediate transfer and reassignment.~~

6-2-20 FILES AND MAINTENANCE OF RECORDS

A. Background File Contents

~~The unit administrative assistant 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~~

~~20. Hard copy Background Files for Cadets~~

- ~~a. Background files are maintained in a secured area and remain in the possession and control of the Academy Lieutenant. Only members assigned to the Recruiting and Backgrounds 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 Director of Training.~~
- ~~c. Purging of hard copy files will occur of files over five years old. 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 Statistics~~

~~The Recruiting Unit Sergeant will keep 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.~~

~~1-85-96-2-21~~ REQUEST ~~request for~~ FOR INFORMATION ~~Information~~

~~Personnel shall not release information on any applicant for any purpose. Any request for information on an applicant from another law enforcement agency is referred to the Background Investigations Unit Sergeant.~~

~~A. Personnel shall not release 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. Any request for information on an applicant from another law enforcement agency is referred to the Background Unit Sergeant.~~

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~~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 Recruiting and Background 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 PHS's may be released to another law enforcement agency's recruiting representative with a valid applicant waiver. In these cases, release of the PHS is only authorized by the Recruiting and Background 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.~~

~~1-85-59~~ ~~406-2-22~~ MEDIA ~~edia Recruitment~~ RECRUITMENT
Campaign ~~AMPAIGN~~

~~The recruiting unit will strategize and coordinates media campaigns and use multiple with the Sergeant and works with local media platformssources to publicize the recruitment efforts.~~



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A. ~~The Recruiting Unit personnel shall strategize~~ develop a media campaign ~~and use~~ multiple media platforms to publicize recruitment efforts.

B. The annual recruitment campaign includes, but is not limited to, ~~the following:~~

1. Print and digital advertising;
2. Radio advertising;
3. Television advertising;
4. Printed recruitment information;
5. Sponsoring recruitment job fairs;
6. Attending career and job fairs;
7. Social media; and
8. External online job sites.

All advertising for police officer, lateral officer, or PSA positions shall 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, religion, national origin, ancestry, disability, age, gender, sexual orientation, medical condition, Vietnam era or disabled veteran status."

The Recruiting Unit shall ~~strategize~~ a media campaign and use multiple media platforms to publicize recruitment efforts.

The annual recruitment campaigns, to include recruiting for police applicant lateral officers, ~~no experience police cadets~~ reserve officers, and police service aides (PSA) includes the following:

- A. _____
1. _____ Print and digital advertising;
2. _____ Radio advertising;
3. _____ Television advertising;
4. _____ Printed recruitment information;
5. _____ Sponsoring recruitment job fairs;

Attending career and job fairs;

Social Media; and



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~~6. External online job sites.~~

~~B. All advertising for police officer, lateral officer, reserve officer, or PSA positions shall 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."~~

~~C. Recruitment materials shall include a description of police duties, responsibilities, skills, as well as education and physical requirements.~~

~~C. To the extent possible, advertisements should depict women and minorities in law enforcement roles.~~

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~~1-85-61016-2-23~~ COMMUNITY OUTREACH

~~A. In order to maximize the Department's recruiting efforts, the Recruiting Unit personnel are responsible for shall developing and maintaining contact with community stakeholders (with someone) and exchanging recruiting information with outside agencies, such as the State Employment Commission Services, New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, as well as and advertising and media personnel.~~

~~1. The Recruiting Unit personnel shall also consults with community stakeholders and Community Policing Councils (CPC) to receive recommended strategies to attract a diverse pool of applicants for the purpose of attracting police applicants members to the Albuquerque Police Department.~~

~~2. The Recruiting Unit personnel shall create and maintain sustained relationships with community stakeholders to enhance recruitment efforts.~~

B. Career Fairs and Conferences

~~1. Recruiting Unit personnel shall be paid for their participation in a Any paid career fair, conference, or other event shall be paid in accordance consistent with Department policy and only upon approval from the Recruiting Unit Supervisor. Any free events shall be approved by the Recruiting Unit Supervisor prior to attendance.~~

~~a. Career Fairs and Conferences may be held in person, or virtually.~~

~~2. The Recruiting Unit Supervisor of the Recruiting Unit or their designee shall assign recruiters to attend career fairs and conferences.~~

~~a. The recruiters are responsible for preparing exhibits.~~



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- b. In cooperation with the Public Information Officer or Liaison their designee, public service announcements (PSA's) are sent to local radio and television stations when appropriate.
- c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting applicants. If events are identified, every effort should be made to attend the additional event(s).
- d. All travel and expenses associated with travel shall follow Department policy for approval and payment.

~~Liaison with racial, ethnic and gender groups.~~

~~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 the Department, as well as to foster a positive long term relationship between these groups and the Department.~~

~~The Recruiting Unit shall seek assistance, referrals and/or advice from community organizations and leaders as part of community outreach.~~

~~A file of contact persons and organizations is kept and maintained by the Recruiting Unit. The Department shall create and maintain sustained relationships with community stakeholders to enhance recruitment of potential applicants.~~

C. Schools

1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Long range Strategic Recruitment Plan by:

- a. Cis essential in preparing students for a career in law enforcement. Part of the long range strategic recruitment plan includes conducting career fairs; and
- b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities.

~~In order to maximize the APD Department 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 shall also consult with community stakeholders to receive recommended strategies to attract a diverse pool of applicants for the purpose of attracting members to the Albuquerque Police Department.~~

~~The Recruiting Unit shall create and maintain sustained relationships with community stakeholders to enhance recruitment efforts.~~



~~A. Career Fairs and Conferences~~

- ~~1. If the decision is made to participate, any recruiter the Sergeant writes a memorandum requesting funds, if funds are required.~~
- ~~2. The Director of Recruiting or their designee Sergeant assigns recruiters to attend career fairs and conferences.~~
 - ~~a. The recruiters/collaterals are responsible for preparing the exhibit.~~
 - ~~b. In cooperation with the Public Information Officer or Liaison, 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 shall be made to attend the additional fair.~~
 - ~~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 the Department APD, as well as to foster a positive long term relationship between these groups and the Albuquerque Police Department.~~

~~The Recruiting Unit shall 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 unit officer.~~
- ~~2. The APD shall create and maintain sustained relationships with community stakeholders to enhance recruitment of potential applicants.~~
- ~~3. Whenever possible, minority personnel, fluent in the community's languages and who are aware of the cultural environment, attend any event relating to the recruiting of prospective police applicants.~~

~~C. 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.~~



~~D. Procedure for Out of Town Recruiting Trips~~

~~Standard travel procedures will be followed by all recruiting personnel attending such events.~~

7 ~~1-85-71-85-71126-2-24~~ ANNUAL REPORTING

~~The Recruiting Unit personnel shall prepare:~~

~~A. prepare an 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; and~~

- ~~1. Additionally, the annual report shall discuss 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.~~

~~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.~~

