

## **Deming Police Department Police Officer Basic Qualifications and Application Process**

1. Individuals must be in good mental and physical health.
2. Individuals must have a high school diploma or equivalent education.
3. Individuals must possess a valid NM driver's license.
4. Individuals must pass physical and psychological examinations.
5. Individuals must pass an oral interview.
6. Individuals may be required to pass an academic skills test.
7. Individuals will be required to pass physical fitness/agility test.
8. Individuals must submit to a background investigation to include a credit bureau report.
9. Certified law enforcement officers in the State of New Mexico or completion of course of training and testing which would lead to certification upon employment is preferred.
10. Individuals will be required to become Animal Control Certified.
11. Prior military service is preferred.
12. Minimum age requirement is 18 years of age.
13. Individual must have a clear criminal and driving record.
14. A three (3) year contract must be agreed to and signed only for non-certified officers.
15. Only serious applicants need apply.

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### **To apply for a position as a Deming Police Officer applicants must:**

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1. Pick up an application packet at the Deming Police Department and fill it out **completely**.
  2. Submit the written application, cover letter, unofficial transcripts (if applicable), DD-214 (if applicable) and a resume. Initial testing is scheduled at various times. This office will announce the scheduling dates at a later time. The position(s) will remain open until filled.
  3. Applicants will be scheduled for the physical agility test. Those who pass the test will continue on to the academic skills test and then on to the background investigation.
  4. Upon successful completion of the background investigation, applications will be scheduled for an oral interview.
  5. Upon successfully passing the oral interview, each applicant's application will be reviewed by the Chief of Police and final selections will be made.
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### **The City of Deming is an Equal Opportunity Employer.**

The information contained in the written application for the position will be used in reports to governmental agencies unless the applicant prohibits this in writing.

## Benefit and Information Package

### Salary/Benefits:

1. Annual salary for certified officers – \$35,839.44; un-certified – \$32,322.69  
Merit increases are based on work performance annual assessments. The maximum allowable percentage of increase is determined by City Council on an annual basis, actual percentage of increase is then defined in city policy based on work performance.
2. Holiday – 11 holidays per year at double time, whether working or not.
3. Stability pay – provided no sick leave is taken during the year. Stability pay not to exceed \$750.00 per year is granted to employees. Computed as follows: one half of one percent of yearly salary times years served, up to ten years.

### Benefits (subject to change based on DPOA contractual negotiations/NM Legislature):

1. PERA (retirement) – Plan 5 of Public Employee’s Retirement Association program for sworn officers which allows retirement at 20 years at a rate of 70% and a maximum rate of 80% at 22 years and 11 months. Cash payment of all sick leave benefits will be paid on retirement.
2. Group insurance – City share 65%, employee share 35%.
3. ICMA (deferred compensation/supplemental retirement plan) – up to 25% or \$8,000 of your pay per year may be deferred to this plan.
4. Worker’s Compensation – medical coverage for job-related injuries.
5. State Employees Credit Union – Savings or checking account through payroll deductions. Reasonable interest rates and eligibility to borrow money.

### Leave (subject to change based on DPOA contractual negotiations):

1. Paid Vacation Leave – accrual at a rate of:
  - a. 84 hours per year for three years
  - b. 100.8 hours per year for 4 to 7 years
  - c. 126 hours per year for 8 to 11 years
  - d. 151.2 hours per year for 12 to 15 years
  - e. 168 hours per year for 16 + years
2. Paid Sick Leave – accrual of 84 hours per year
3. Paid Military Leave – 15 days per year.
4. Paid Bereavement Leave – two to five working days per occurrence.

### Uniforms (subject to change based on DPOA contractual negotiations):

1. Initial hiring – Police Department provides three short-sleeved and three long-sleeved uniform shirts, three uniform pants, belt, belt keepers, leather accessories, weapon, ballistic vest, and all equipment.
2. Department issues .40 caliber Springfield XDM semi-auto pistol and AR-15 Law Enforcement Patrol rifle.
3. \$600.00 clothing allowance per year thereafter/\$400 for SRT team/\$200 for any other specialty team.

### Department Information:

1. Approximately 35 sworn officers. Administration – three officers; Patrol Division – 25 officers; Criminal Investigation Division – one supervisory officer, four detectives.
2. Field Training Program – up to six weeks professional, documented training prior to release.
3. Hours of work – four 10 ½ hour shifts, three days off. Day shift is 0630–1700 hours; evening shift is 1600–0230 hours; night shift is 2030–0700 hours.
4. Grant overtime available.
5. Overtime – paid when available at a rate of 1 ½ times officer’s wage.

**Entry Fitness Standards**  
*40<sup>th</sup> Percentile*

<b>Upper Body Strength: Push-ups, 1 minute</b>		
<b>Age</b>	<b>Male</b>	<b>Female</b>
20-29	29	23
30-39	24	19
40-49	18	13
50-59	13	12
60+	10	5

<b>Muscular Endurance: Sit-ups, 1 minute</b>		
<b>Age</b>	<b>Male</b>	<b>Female</b>
<20	41	32
20-29	38	32
30-39	35	25
40-49	29	20
50-59	24	14
60+	19	6

<b>Aerobic Power: 1.5 mile run/walk</b>		
<b>Age</b>	<b>Male</b>	<b>Female</b>
<20	13:09	15:45
20-29	13:09	15:45
30-39	13:33	16:36
40-49	14:30	17:51
50-59	15:54	19:50
60+	17:59	21:35

<b>Aerobic Power: 300 meter run</b>		
<b>Age</b>	<b>Male</b>	<b>Female</b>
<20	59	71
20-29	59	71
30-39	65	79
40-49	72	94
50-59	83.2	94
60+	83.2	94

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### Application for Employment (POLICE OFFICER)

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, religion, or disability. The City of Deming is an equal opportunity employer.

The following information is necessary in order to be able to process your application and conduct a thorough background investigation for Police Officer applicants. You are not required by law to provide this information; however, refusal to do so may result in your application being removed from further consideration due to inability to complete the background investigation. If you have any questions concerning this form, please contact the Deming Police Department at (575) 546-3011.

Date of application \_\_\_\_\_ Date received by DPD \_\_\_\_\_

#### Please type or print legibly

\_\_\_\_\_  
Last Name First Middle

\_\_\_\_\_  
Other names, aliases, or nicknames

\_\_\_\_\_  
Current address (number, street, apt#, city, state, zip) Phone number (with area code)

\_\_\_\_\_  
Current mailing address (if same as above, write 'Same')

\_\_\_\_\_  
Date of birth Place of birth Social security number

\_\_\_\_\_  
If not born in the United States, can you provide official documentation of residency? If yes, what documentation?

\_\_\_\_\_  
Driver's license number, state of issuance, and expiration date

\_\_\_\_\_  
New Mexico Police Certification Number (if applicable)

**Education**

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High school graduation date or GED certification date and number

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Name and address of high school

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College/university name and address

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College/university name and address

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Other institutions and/or trade schools names and addresses

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Other special training (add additional pages if necessary)

**Military Service**

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Branch of Armed Services

Period of active duty (month/year to month/year)

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Rank at discharge

Date of final discharge

Character of discharge

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Duties and or special training

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**Professional References** (at least three)

Name	Address	Phone

**Citation Record**

List all traffic citations (other than parking citations) you have ever received; add additional pages if necessary.

Date	Charge(s)	Police Agency	Disposition & Date
Date	Charge(s)	Police Agency	Disposition & Date
Date	Charge(s)	Police Agency	Disposition & Date

**Substance Abuse**

Has your driver's license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked 'Yes,' please give date, license state, and reason for suspension/revocation.

\_\_\_\_\_

Have you used alcohol illegally? Yes \_\_\_\_\_ No \_\_\_\_\_. If you checked 'Yes,' please explain:

\_\_\_\_\_

Have you used marijuana within the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you used cocaine, heroin, methamphetamines, PCP or any other dangerous, non-prescription drug within the past three years? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you illegally addicted to any controlled or regulated substance? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested and/or convicted of any traffic-related violations to include driving under the influence? Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked 'Yes,' please give date of offense, license conviction date, arresting agency, and final disposition of the case.

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**Arrest Record**

Have you ever been arrested as an adult, a juvenile, or in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked 'Yes,' list the date, arresting agency, offense charged, and final disposition of the arrest(s).

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Have you ever been arrested for a felony crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked 'Yes,' list the date, arresting agency, offense charged, and final disposition of the arrest(s).

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Have you ever been arrested for a crime involving domestic violence? Yes \_\_\_\_\_ No \_\_\_\_\_

If you checked 'Yes,' list the date, arresting agency, offense charged, and final disposition of the arrest(s).

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Have you ever been arrested for any crime involving theft, fraud, embezzlement, sexual misconduct, or moral turpitude?      Yes \_\_\_\_\_      No \_\_\_\_\_

If you checked 'Yes,' list the date, arresting agency, offense charged, and final disposition of the arrest(s).

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**Employment Experience** (Current employer through the last 10 years; add additional pages if necessary)

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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

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Current complete address \_\_\_\_\_

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Dates employed (month and year) \_\_\_\_\_ Pay rate at separation \_\_\_\_\_

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Job title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

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Current complete address \_\_\_\_\_

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Dates employed (month and year) \_\_\_\_\_ Pay rate at separation \_\_\_\_\_

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Job title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

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Current complete address \_\_\_\_\_

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Dates employed (month and year) \_\_\_\_\_ Pay rate at separation \_\_\_\_\_

Job title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
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Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Current complete address \_\_\_\_\_

Dates employed (month and year) \_\_\_\_\_ Pay rate at separation \_\_\_\_\_

Job title \_\_\_\_\_ Name of last supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
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**References**

Parents: \_\_\_\_\_  
Name Address Phone

Spouse: \_\_\_\_\_  
Name Address Phone

In-law parents: \_\_\_\_\_  
Name Address Phone

Former spouse: \_\_\_\_\_  
Name Address Phone

Siblings: \_\_\_\_\_  
Name Address Phone

Personal references that are not family (at least three):

Name	Address	Phone

**Relationship to City Employees**

State the names of relatives and friends who are employed by the City of Deming.

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**Applicant's Certification of Truthfulness and Release of Information**

By my signature I hereby declare and certify that I am a citizen of the United States of America and that the information given by me in this Application for Employment is true, correct, and complete to the best of my knowledge. I understand that any misstatement, falsification or omission of fact in the application may eliminate me from consideration for employment or may, if I am employed, be considered cause for dismissal.

I authorize the City of Deming, its authorized agents or employees to conduct an investigation of my work history, character, personal characteristics, criminal history and/or traffic citation history through personal interviews, official record checks or other investigative means. I further authorize the City of Deming, its authorized agents to obtain consumer credit information. I hereby release and discharge any former employer, supervisor, co-worker, reference, acquaintance or governmental entity from all claims or actions for loss, liability, damage or expense, which may now or hereafter arise from the making of any inquiries about me or from furnishing any information about me in connection with my application for employment with the City of Deming Police Department.

This application in no way constitutes a promise or consideration of employment. If given employment, this application will become a permanent part of my employee personnel file, and it or any other documents or understandings in no way imply or constitute an employment contract. This contract shall remain on file for a period not to exceed three months.

I have read and understand all of the questions and information in this application for employment.

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Date

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Applicant signature