City of Santa Fe, New Mexico

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Dear Police Department Applicant:

Thank you for your interest in employment with the City of Santa Fe Police Department. You are hereby invited to test if you are age 20 and six months or older. Police Cadets must be 21 years old at the completion of the Police Academy. The entry-level salary for Police Cadet is currently $19.11 per hour. Current New Mexico Law Enforcement Academy (NMLEA)-certified candidates may be brought in as a Police Officer I-III level at $19.11 to $22.78 per hour.

We anticipate testing the FIRST SATURDAY of every month until vacancies are filled. Please note that there are nine phases to the selection process.

Please read the explanation of the testing process:

The three phases listed below (1-3) will be administered on the scheduled test date. The listing of phases is not specific to actual order. Order of testing may vary. **Laterals take only the placement exams. Cadets must complete the following phases:**

1. Physical agility test – based on the NMLEA Standards and will consist of a 1.5-mile run, push-ups, sit-ups, and 300-meter run. The agility sheet attached will help you prepare for the test. Please bring clothing suitable for exercise, running shoes, and water.

2. Written test – a two-and-one-half hour multiple choice test;

3. Interview/rating of candidates with the interview committee; Conditional Letter of Hire is made at this stage of the process, but is contingent upon successful completion of remaining tests. **Please dress appropriately**. For those who successfully pass the above three phases, the remainder of the phases listed below will be conducted at a later date.

4. Complete background investigation;

5. Polygraph examination;

6. Psychological evaluation assessment;

7. City-paid physical examination with licensed physician;

8. Drug-screening test; and

9. Interview with Police Chief's interview and selection board.

Your scheduled test date is: **DATE: TBD**
TIME: Sign-in between 8 – 8:30 a.m. Please Be Prompt!
PLACE: Santa Fe Police Department, 2515 Camino Entrada,
Santa Fe, New Mexico

<u>Bring these mandatory items to testing or you will not be allowed to test</u>: Current driver's license, copy of education, and peace officer certification (if applicable.) Late arrivals will not be allowed to test.

Should you **not** pass any phase of the testing, you will be disqualified and notified immediately. Should you elect to retest for the position, you may do so at the next scheduled testing date.

If you have any questions about the selection process or the job requirements, please contact me at 505-955-6659, or SFPD Recruiting Officer Lisa Champlin at 505-955-5166. Good Luck!

Sincerely,

Lillian Martinez, Human Resources Assistant