

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2021-039**

**POSITION: POLICE OFFICER (NON-CERTIFIED)**  
**DEPARTMENT: POLICE**  
**STATUS: NON-EXEMPT**  
**REPORTS TO: SHIFT SERGEANT OR SENIOR OFFICER**  
**SHIFT: FT REGULAR / 84 HOURS PER PAY PERIOD**  
**SALARY: MINIMUM \$38,317.84 ANNUALLY/ \$17.545 HOURLY**

**\*\*This position is a safety-sensitive position, subject to random drug and alcohol testing.**

**GENERAL DESCRIPTION:**

Reporting to the shift Sergeant or other senior officer, this employee performs general work, enforcing state and local laws and statutes, involving the patrol of an assigned area, traffic regulation and enforcement, accident, and crime scene investigation. An element of personal danger is involved and officers must be able to respond and react properly in varied emergency and stressful situations, exercising independent judgment in performance of duties. Other duties include writing reports, processing evidence, computer data entry, and use of related equipment. This position requires a willingness to work irregular hours, evening or night shifts, weekends, and holidays as necessary to assure protection for the public.

**TASKS AND RESPONSIBILITIES:**

1. Patrol assigned area in city in a one-man unit.
2. Respond to calls from the dispatcher and react in a calm, professional manner.
3. Investigate/search accident and crime scenes, assembling evidence.
4. Complete routine and special reports on accident, crimes, and other incidents.
5. Act as "First Responder" to fire and emergency calls, being prepared to administer first aid if necessary.
6. Prepare and serve arrest and search warrants.
7. Work as traffic control at scenes as necessary.
8. Testify in court as needed.
9. Apprehend criminals and offenders, processing prisoners.
10. Locate and question witnesses.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High school graduate or equivalent.
2. Previous experience/knowledge desired.
3. Ability to follow through on work assignments and perform in stressful situations.
4. Ability to act promptly, taking effective action.
5. Good verbal and written communications skills - ability to speak clearly and distinctly.
6. Must be at least 20 years of age.
7. Must be a U.S. citizen.
8. Vision must be correctable to 20/20.
9. Must have a valid New Mexico driver's license.
10. Must have valid Police Officer certification by the NM Law Enforcement Academy or obtain certification within one (1) year of employment (see below).
11. Job requires continued maintenance of firearm qualifications standards.
12. Possession of a good reputation and background, which will withstand pre-appointment investigation including no felony convictions and no misdemeanor convictions within the past 3 years old.

Certification from the New Mexico Law Enforcement Academy, located at either Santa Fe or Hobbs, NM, must be completed within one (1) year of employment if applicant is not already certified. Failure to complete the academy for any reason will put officer's employment in jeopardy and will most likely be terminated. The academy consists of 24 weeks of intensive training in academics, physical fitness training, self-defense tactics, firearms, and driving. The physical fitness program consists of circuit training, aerobics, and running from one and one half (1-1/2) to five (5) miles per day. Each portion must be completed with a minimum score in the academics and a maximum time for physical activities. Preference will be given to certified officers.

**COMMENTS ON PHYSICAL REQUIREMENTS:** The majority of the time, police work involves patrolling an assigned area for the purposes of preventing and discovering crimes which does not require heavy physical activity. However, the Police Officer needs to be able to respond actively to any situation in which the public or the officer may be in danger. Physical fitness needs to be maintained as well as mental alertness. The Police Officer is required to pass a physical agility test before being hired, which will include a 1 ½ mile run. Persons selected for employment must also successfully complete a physical exam with vision correctable to 20/20, psychological examination and drug screening.

**WORK SCHEDULE:**

The regular work week is 12 straight hours a day for 3 or 4 days a week – shift work, most weekends and holidays. Schedule to be determined.

**TRAVEL REQUIREMENTS:**

- 1. Travel for meetings and training may be required.
- 2. Overnight travel may be required.

**PRE-EMPLOYMENT REQUIREMENTS:**

- 1. Must pass a background investigation including work history, criminal records, driving records and other records deemed necessary.
- 2. Must pass a post-offer pre-employment drug screen administered by a City-designated facility.
- 3. Must pass a post-offer physical and psychiatric exam administered by a City-designated facility.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

- 1. Candidates must have and maintain a satisfactory driving record and insurability in accordance with the City's insurance carrier.
- 2. Employees must maintain a source of communications for off duty work related communications.

**DEADLINE TO SUBMIT REQUIRED APPLICATION: Position is open until filled. Review of applications is bi-weekly.** Applicant must submit required application to Human Resources at City Hall, 100 W. First Street, Portales, N.M. 88130 or online at [www.portalesnm.gov](http://www.portalesnm.gov). An Eligibility List will be created for open and anticipated full-time Police Officers to remain in effect for 6 months. The Portales Police Department reserves the right to terminate the list at any time.

The City of Portales is an Equal Opportunity Employer and Drug Free Workplace.

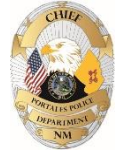
I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature\_\_\_\_\_

Date\_\_\_\_\_

# ***Portales Police Department***

*Christopher Williams Chief of Police*



From: Chief Christopher Williams  
To: Portales Police Department Uncertified Police Applicants  
RE: Police Officer Hiring Process  
Date: September 18, 2021

To all potential applicants;

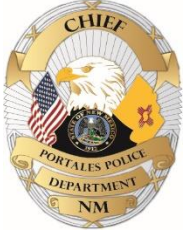
The Portales Police Department will be conducting physical fitness testing for non-certified police officer applicants on a continual rotation at the ENMU track located at University and Avenue O. Once the application is received through Human Resources the applicant will be contacted and a testing date will be scheduled. The attached flyer outlines the requirements as set forth by the State of New Mexico Law Enforcement Academy. The physical fitness waiver must also be completed and brought to the testing. Applicants that do not bring the waiver to testing will not be permitted to take part in the physical testing. Testing will begin promptly at the assigned time and applicants who are late or fail to appear will not be considered further. Strict adherence to the standards and methods of testing will be adhered to. Applicants need to dress appropriately and bring any items that they feel they may need to test. Applicants who wish to continue beyond the application process must pass all state requirements.

All applicants who successfully pass the physical fitness test will move onto the written test portion of the assessment which will be scheduled for a later date. There is a study guide that you may use to prepare for the written test. If you would like a study guide, please stop by the Portales Police Department at 42427 US 70 and the ladies at the front desk will be able to get you a study guide.

42427 US Hwy 70  
Portales, NM 88130

***Office of the Chief***

Main: 575-356-4404  
Fax: 575-359-4810



# Portales Police Department

## Physical Fitness Waiver/Exam

### WAIVER OF LIABILITY City of Portales/ Portales Police Department

Name (Please Print): \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

I, the undersigned, hereby waive any claim for any injury against the City of Portales and the Portales Police Department, any member of the staff, any of its employees or any trainee, which I may either directly or indirectly sustain as a result of my participation in any part or phase of the testing, training and instruction I will receive at the Police Academy or other locations selected for the giving of testing, training and instruction. This agreement shall be binding upon the undersigned, his/her heirs, and assignees.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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BELOW PORTION IS FOR PPD INSTRUCTOR ONLY

### 1.5 Mile

Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6

**300 Meter**

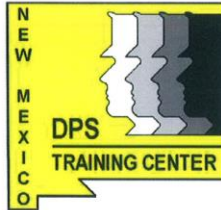
**Push-ups**

**Sit-ups**

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PPD Instructor Signature and Call Sign

# PASS / FAIL



## New Mexico Law Enforcement Academy

2016

### FITNESS STANDARDS FOR BASIC POLICE OFFICER TRAINING ACADEMY ENTRANCE

Prior to entering a Basic Police Officer Training (BPO) program the student must demonstrate a minimum fitness level as measured by the following battery of four tests. These tests were adopted by the NMLEA Board on June 8, 2016. A standard protocol is explained for each test. Each student will be tested TWO WEEKS prior to the first day of the training program. Those students who do not meet the minimum standard in all tested categories will be dismissed and rescheduled for a subsequent academy.

*Complete medical exam packets (LEA-3) must have been received and final clearance approved prior to Physical Fitness testing being administered by Academy staff.*

Tests are not required to be administered in the order listed.

All entrance times were set by the NMLEA Board on June 8, 2016.

**Aerobic Power**  
**1.5 Mile Run**  
Above 6000 Feet  
**15:54 (minutes:seconds)**  
Below 6000 Feet  
**15:14 (minutes:seconds)**

**Anaerobic Power**  
**300 Meter Run**  
**71.0 seconds**

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles and 300 meters; testing forms to record data.

1. The student should refrain from smoking, chewing tobacco, caffeinated drinks, energy aides, or eating for two hours preceding the test.
2. Allow adequate time prior to the test for stretching and proper warm-up exercises.
3. During the administration of the test, the students will be informed of their lap times. If several students run at once, their individual times at the finish will be called out and recorded later.
4. An important consideration at the end of the runs is the "cool down" period. The students should be cautioned about *not* sitting or standing stationary after the run to prevent venous pooling. They should be instructed

to walk at least an additional five minutes to enhance venous return to aid and assist in recovery.

5. The student should remember to properly stretch before and after each exercise to prevent any injuries.

#### Muscular Endurance

1 minute maximum number of **sit-ups**

#### 27 repetitions

1. The student starts by lying on their back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head.
2. Partner holds the feet down firmly.
3. In the up position, the student should touch the elbows to knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position. No rocking hips. If fingers become unclaced, adjustment must be made in the up position

#### Upper Body Strength

1 minute maximum number of **push-ups**

#### 15 repetitions

1. The hands are placed about shoulder width apart. The administrator or partner places a fist on the floor below the student's chest at the midpoint of the sternum (unless a male is testing a female).
2. Starting from the up position (elbows fully extended), the student must keep the back straight at all times (no swayback or elevated hips) and lower their body to the floor until the chest touches the administrator's fist. Student then returns to the up position. Any resting should be done in the up position.
3. Modified push-ups are no longer optional for female applicants. All applicants are required to perform standard push-ups as described in number 1. and 2. above.

### MID-POINT FITNESS STANDARD

All times were set by the NMLEA Board on June 8, 2016.

Students **MUST** meet or exceed these standards prior to receiving certification.

Aerobic Power 1.5 Mile Run  
Above 6000 Feet  
**15:04 (minutes:seconds)**  
Below 6000 Feet  
**14:24 (minutes:seconds)**  
Anaerobic Power  
300 Meter Run  
**64.0 seconds**

Muscular Endurance  
1 minute maximum number of sit-ups  
**37 repetitions**

Upper Body Strength  
1 minute maximum number of push-ups  
**25 repetitions**

### EXIT FITNESS STANDARD

All exit times were set by the NMLEA Board on June 8, 2016.

Students **MUST** meet or exceed these standards prior to receiving certification.

Aerobic Power 1.5 Mile Run  
Above 6000 Feet  
**14:15 (minutes:seconds)**  
Below 6000 Feet  
**13:45 (minutes:seconds)**  
Anaerobic Power  
300 Meter Run  
**64.0 seconds**

Muscular Endurance  
1 minute maximum number of sit-ups  
**37 repetitions**

Upper Body Strength  
1 minute maximum number of push-ups  
**25 repetitions**



## EXIT AGILITY STANDARD

**Course #1:** Officer starts seated in his vehicle, hands on the steering wheel with seatbelt in use and wearing a 10lb. weight belt or vest around waist to simulate a gun belt. As the timed exercise begins, the officer will:

1. Release seatbelt and open vehicle door.
2. Run 30 feet and open building door.
3. Cross 4ft. threshold, run up two flights of stairs and pause for 60 sec. (Rise and Run of 7"x11" is standard, 8"x10" or 6"x12" are acceptable. Standard floor landings are 10' high.) If only one floor is available it is acceptable to run up, run down, run up and pause 60 seconds. After 60 seconds, runs down the stairs and out the door. There is no restriction on how the officer negotiates the stairs, however both feet must contact the top and bottom stair.
4. Run 100' from door to a 5' high platform, run up steps, ladder, or ramp to the top of the platform and jumps down.
5. Run 37.5', turn and reverse touching the ramp, run 25 feet to a 6' high wall and scale it. The wall is constructed of unpainted cinder block with a smooth top. If the applicant chooses, he or she may drag a rigid aid or object 10' from the side of the wall and use it to scale the wall. The rigid object will have handles, a flat top, weigh 50lbs. and be 25" tall.
6. After scaling the wall, run 50' to a handcuff/arrest simulator, put arms down, touch ends and hold for 60 seconds. Arrest simulator is 5' high with 60lbs. resistance in the right arm and 40lbs. in left arm. END exercise.

### Passing Score (3 minutes 5 seconds)

**Course #2:** Officer starts from a standing position wearing a 10lb weight belt or vest around waist to simulate a gun belt. As the timed exercise begins, the officer will:

1. Run 30' straight ahead and jump across a 4' wide barrier. The barrier is low to the ground, e.g. a ditch, highway divider, etc.
2. Run 12.5' and climb, jump, or hurdle over a 3' high barrier. The barrier is to resemble a fence or low wall, no more than 4" wide and at least 8' long, made of metal or wood.
3. Run 12.5' to the back of a vehicle equivalent to a full-sized police vehicle and push it 30' on a flat surface in the direction of a clear area where a victim extraction will take place. The car is occupied by a dummy (victim) wearing a seatbelt and weighing 190lbs. +/- 10lbs. The dummy must meet standards established by the New Mexico Law Enforcement Academy.
4. Approach the victim's door; open the door; undo the seatbelt; pull the victim out of the vehicle and drag them 20' perpendicular to the direction of the vehicle.
5. Both officer and dummy (victim) must completely cross the finish line to END the exercise.

### Passing Score (42 seconds)



*For additional information,  
please contact:*

**Department of Public Safety  
Training Division**  
4491 Cerrillos Road  
Santa Fe, New Mexico 87507

(505) 827-9251 (505) 827-3449 FAX  
Albuquerque Local (505) 858-3176  
Toll Free 1-877-237-7532 in NM Only

Website:  
<http://nmlea.dps.state.nm.us/>