



Town of Bernalillo Police Department

829 Camino Del Pueblo, P.O. Box 638, Bernalillo, New Mexico 87004
Police Department (505) 771-5872 Human Resources (505) 771-7112

SELECTION PROCESS

To be considered as a Police Cadet with the Town of Bernalillo Police Department, applicants must, at a minimum, successfully complete the selection process.

Step 1 Interest Card

Applicants must complete an Interest Card which collects information for the selection process and determines eligibility for the position in which the applicant is applying for.

After submitting an Interest Card, applicants will receive via email with information pertaining to a testing date. On the date of the testing applicants will be required to complete a Physical Agility Test, an Entrance Exam, and the Nelson Denny Exam. Applicants will be required to dress in work out attire for the Physical Agility Testing and in business attire during the Entrance and Nelson Denny Exams. Applicants will be required to bring with them a **completed PHYSICAL ASSESSMENT MEDICAL CLEARANCE** and **PHYSICAL FITNESS AND WELLNESS WAIVER** at the time of testing.

Step 2 Physical Agility Test

Applicants will arrive at the Bernalillo Police Department and proceed through a standardized set of physical ability tests. Physical abilities components will consist of the number of sit-ups an applicant can do in one minute (minimum is 27), the number of non-modified pushups an applicant can do in one minute (minimum is 15), a 300 meter sprint (at/under 71 seconds), and a mile and a half run (at/under 15:14). Applicants will be advised to perform at their optimal level as fitness scores are used in the selection process.

Step 3 Entrance Exam

This exam measures the minimum aptitude in levels such as recall and observation, situational judgement and reasoning, directional orientation and basic mathematics principles. It is a written test comprised of 100 multiple choice questions. The passing score is 70 percent.

Step 4 Personal History Questionnaire or PHQ

This questionnaire helps determine that an applicant meets minimum character traits in truthfulness, responsibility, caring, citizenship, respect for others, and fairness. Additionally, employment, credit, criminal and residence history, are just a few topics covered in your background investigation. An interview will be conducted based on the information provided by the applicant in the PHQ, a determination will be made if candidate is eligible to continue the process.



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Step 5 Additional Documents Required

Applicants will be required to bring certain documents, including but not limited to official transcripts, a credit report, copies of their driver's license and social security card, etc. The background file will not be worked on until all required documentation is present.

Step 6 Background Investigation

All information gathered and submitted from the applicant will be verified. A thorough and complete investigation will be completed. The investigation is comprised of but not limited to, criminal history, arrest history, employment history, military history, driving history, educational history, reference checks, and social history.

Step 7 Oral Panel Interview

The applicant will be interviewed by at least two (2) Bernalillo Police Department Sergeants and the Lieutenant.

Step 8 Mayor's Interview

The applicant will be interviewed by the Chief of Police, HR Director, Mayor and Town Administrator

Step 9 Psychological Assessment

The psychological interview consists of scoring and interpretation of the written psychological test and an interview with a psychologist. The New Mexico Department of Public Safety requires that a candidate pass the psychological test by a license psychologist prior to certification.

Step 10 Medical and Drug Screen

Applicant will be sent to Concentra for a series of examinations comprised of but not necessarily limited to vision, hearing, medical/physical and a drug test. The New Mexico Department of Public Safety requires candidates complete and pass a physical assessment performed by a licensed physician.