



Applicant Name

CITY OF ALAMOGORDO

Select One Choice Below

- Non-Certified NM Certified Certified in another state _____

PERSONAL HISTORY STATEMENT INSTRUCTIONS

TO ALL POLICE and POLICE TRAINEE CANDIDATES

The attached “Personal History Statement” is an important document in the processing of your application to become a police officer. If this form is not completed properly and legibly, your application will not be accepted, and it will be returned to you. **It is your responsibility to read and answer each question carefully, completely, and truthfully.**

Remember that handwriting, neatness, punctuation, spelling, ability to follow written direction, etc., is evaluated as part of the selection process.

NOTE: INCOMPLETE INFORMATION IN ANY AREA OF THIS PACKET WILL RESULT IN THE PROCESSING OF YOUR APPLICATION BEING HALTED. YOU WILL NOT CONTINUE IN THE SELECTION PROCESS UNTIL THE MISSING INFORMATION IS PROVIDED.

The City of Alamogordo is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, sexual orientation, medical condition, Vietnam era, or disabled veteran status.

DRUG/ALCOHOL FREE WORKPLACE: All offers for initial employment with the City of Alamogordo, shall be extended conditionally upon the applicant successfully passing a pre-employment drug test with a negative result. Should an applicant have a pre-employment drug test with a positive result (including a positive result for THC), the conditional offer of employment shall be rescinded. Applicants failing a pre-employment drug and/or alcohol test shall not be eligible for consideration of employment in any position with the City of Alamogordo for a period on one (1) year after the date of the test.

Automatic Disqualifiers: Any positive result of a pre-employment drug test, any use of cocaine or methamphetamine within the last five years, any use of hallucinogenic drugs within the last ten years or a DWI within the last three years will constitute an automatic disqualification for employment.

FOLLOW THESE INSTRUCTIONS

1. Personal History Statement (pgs. 4-14) – Must be signed and notarized.
2. Acknowledgement of Basic Requirements Sheet (pg. 15) – Must be signed.
3. Release of liability/Polygraph or Voice Stress Analysis (pg. 16) – Must be signed and notarized.
4. Candidate Information (pg. 17) – Must be completed.
5. Authorization to Release Information/ Waiver of Liability (pg. 18) – Must be signed and notarized.
6. Personal Integrity Questionnaire (pgs. 19-34) – Must be completed and signed.
7. For Department Use Only (pgs. 35-36)

The following items must accompany this Personal History Packet:

1. A 4 x 6 photograph of yourself from the waist up.
2. A copy of your State/Government Agency Birth Certificate.
3. An official copy of High School Transcripts/College Transcripts.
4. A copy of your Social Security Card, Front and Back.
5. A copy of your State issued Driver's License, Front and Back.
6. A copy of Selective Service Registration, if applicable.
7. A copy of your Military I.D., Front and Back, if applicable.
8. A copy of Military DD-214 (long form), if applicable.
9. A copy of High School Diploma or GED equivalent.

If you do not have one or more of the above documents when you submit your Personal History Statement, you must provide documentation that relates a clear understanding of why you don't have the documents and a specific time when you will be able to provide the documents. The background investigation process cannot be completed without these documents in your file.

Candidates who need more time to locate documents: high school, college diplomas, Form DD-214s, etc., should still submit their Personal History Statement and other attached forms within the time limits. We will accept the other supporting documents at a later date, as long as you notify the Recruiting/Selection Section as described above and make arrangements to supply them later.

1. Print legibly. If you need additional space, use a full-size sheet of paper and leave a blank space of at least one inch at the top. Be sure to list the number of the question you are answering on the added sheet.
2. If your name has changed or if you have an alias, be sure to list these and indicate which name was used during what period of time.

3. Each time you give a person's name, give a complete name. Include complete addresses and zip codes. Also, give a telephone number where the person or business can be reached. ***Incomplete information will stop your file from being processed further.***
4. All phone numbers and zip codes must be current.
5. (Question #12 & #13) List all traffic violations and accidents since you have been driving. Give date of occurrence, location and the name of the police agency that took the report or had knowledge of the incident. Include verbal warnings and accidents where there was no damage/report or police involvement. Example: backing into parked car in parking lot.
6. (Question #16) Do not include layoffs from employment due to lack of available work. "Terminated or asked to resign" for purposes of this question means fired or asked to quit instead of being fired.
7. (Question #19) Start with your present employment and work your way back. If there were periods of unemployment, be as specific with dates as possible. **Include complete addresses, zip codes, and telephone numbers.**
8. (Question #57) List business and address of employment, home and work phone numbers, as well as home addresses of all your personal references. **Include complete addresses, zip codes, and telephone numbers.**
9. It is **your** responsibility to make or obtain these forms. This department will not be responsible for any original documents you submit.

When you return your Personal History Statement, it will be reviewed by one of the Public Safety staff members assigned to conduct your background check.

To return your application or if you have problems answering the questions on any of these forms call or come by the Alamogordo City Hall/Human Resource Department, 1376 E. 9th St., Alamogordo, NM 88310, (575) 439-4399.

_____/_____/_____
Date

____-____-____
Social Security Number

**CITY OF ALAMOGORDO
ALAMOGORDO POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT**

GENERAL INSTRUCTIONS:

This "Personal History Statement" is an important document in the selection process. If this form is not completed properly and legibly your application cannot be processed. **Use only black ink.**

Handprint and or type an answer to every question. If the question does not apply to you, so indicate with "N/A." If space available is insufficient, use a separate sheet of paper (8.5x11) and number each answer with the correct number of the question. Completeness is important.

Do not misstate or omit material facts. Your statements are subject to verification, and any attempt to deceive or falsify information or to omit pertinent information will be cause for your elimination from the selection process.

1. _____
Legal Name (Last) (First) (Middle)

2. _____
By what other name(s) have you been known (maiden, alias, nicknames)?

3. _____
Residence Address (Number, Street, Apt.#, City, State, Zip Code) (Phone Number)

4. _____
Mailing Address (if different than above)

5. _____
Date of Birth Place of Birth (City, State, Country)

6. Are you a U.S. citizen by birth or a naturalized citizen? _____

If naturalized, list city and state where naturalized: _____

7. _____
Sex Age Height Weight Color of Hair Color of Eyes

8. Name of person(s) with whom you live. Relationship(s)

9. In chronological order (present to past). List each and every place you have resided during the previous ten (10) years.

A. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company or person buying/leasing/renting from-complete address-Phone #

B. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company or person buying/leasing/renting from-complete address-Phone #

C. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company or person buying/leasing/renting from-complete address-Phone #

D. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company or person buying/leasing/renting from-complete address-Phone #

E. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

**ARRESTS, SUMMONSES, ETC.
(ANSWER ALL QUESTIONS)**

10. Were you ever arrested or taken into custody or been issued a misdemeanor citation? Yes _____ No _____

11. List below ALL **arrests** and **misdemeanor citations**, including juvenile arrests.

Date	Violation Actual or Charge (Specify)	Location (City, State),	Court Disposition or Sentence	Police Agency

12. List **ALL** traffic violations, including parking, warning, dismissed citations, RED Light and Speed camera citations.

Date	Violation Actual or Charge (Specify)	Location (City, State),	Court Disposition or Sentence	Police Agency

13. List **ALL** traffic accidents in which you were the DRIVER.

Date	Location (Street, City, State)	Police Agency

14. Were you ever a plaintiff, defendant, petitioner, or respondent in a civil proceeding (including bankruptcy)? Yes _____ or NO _____. List ALL civil actions in which you were a party or summoned/subpoenaed.

Date	Action or Proceeding	As Plaintiff, Defendant Petitioner, Respondent or Witness	Court Disposition

SUBVERSIVE AFFILIATIONS

15. Are you a member or have you ever been a member of any party organization, political or otherwise, that now (or in the past) advocates the overthrow of the government of the United States or of the State of New Mexico by force or violence or other unlawful means?

Yes _____ or No _____ If yes, explain.

EMPLOYMENT

16. Were you ever terminated/fired, given the option of resigning in lieu of termination or quit before being fired? Yes ____ or No ____ (Give details below)

<u>Employer</u>	<u>Complete Address</u>	<u>Date</u>	<u>Supervisor</u>	<u>Reason for Discharge</u>
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17. Were you ever subject to disciplinary action in connection with any employment? Yes ____ No _____

18. Have you ever previously submitted an application to the Alamogordo Police Department or any other Law-enforcement or corrections agency?

Yes _____ or No _____ If yes, give details below.

Were you ever rejected for employment by a law enforcement agency or corrections agency? Yes _____ or No _____ Give details below.

<u>Date Applied</u>	<u>Organization</u>	<u>Complete Address</u>	<u>Phone #</u>	<u>Application Status</u>
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EMPLOYMENT

19. List below, PRESENT TO PAST, each and every place where you were employed within the previous (10) years. OMIT NONE including part time or temporary employment. List complete addresses and zip codes. List any periods of unemployment in proper sequence.

A. Month and Year Employer Name Employer Phone
 From: ___/___/___ To: ___/___/___ _____

 Position Held Employer's Address (Street, City, State & Zip Code) Reason for Leaving

B. Brief Description of Duties Immediate Supervisor
 Month and Year Employer Name Employer Phone
 From: ___/___/___ To: ___/___/___ _____

 Position Held Employer's Address (Street, City, State & Zip Code) Reason for Leaving

 Brief Description of Duties Immediate Supervisor

C. Month and Year Employer Name Employer Phone
 From: ___/___/___ To: ___/___/___ _____

 Position Held Employer's Address (Street, City, State & Zip Code) Reason for Leaving

 Brief Description of Duties Immediate Supervisor

D. Month and Year Employer Name Employer Phone
 From: ___/___/___ To: ___/___/___ _____

 Position Held Employer's Address (Street, City, State & Zip Code) Reason for Leaving

 Brief Description of Duties Immediate Supervisor

E. Month and Year Employer Name Employer Phone
 From: ___/___/___ To: ___/___/___ _____

27. Are you now supporting all children and/or dependents listed above?

Yes _____ No _____

If no, explain

28. Have you ever been involved in a paternity suit as a petitioner or defendant?

Yes _____ No _____

If yes, explain

MILITARY SERVICE

29. Have you ever served in the armed forces of the United States or any other country?

Yes _____ No _____ (If no, go to question #36)

30. Which branch(s) of service?

31. List periods of continuous service under each branch of armed forces.

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

32. What type of DISCHARGE (honorable, dishonorable, general, medical, etc.).

33. Were you ever court marshaled, tried on charges, been the subject of a summary court, captain's mast, company punishment, Article 15, or any other type of military discipline?

Yes _____ or No _____

Number of times _____ Explanation

26. Reason for discharge from the military (for example, end of obligated service).

27. Are you currently in the National Guard, or Active Reserve? Yes _____ No _____

Branch _____ Pay Grade _____

Where are you currently stationed or where do you currently drill?

28. Did you register for the military draft when you turned eighteen?

Yes _____ or No _____ If no, explain _____

GENERAL

29. What college degree or professional license(s) do you possess?

30. Do you have a high school diploma or a GED?

31. List below the middle school(s), high school(s), college(s), trade or business school(s) you have attended. Do not list military school(s).

Name of School Location From Mo/Yr To Mo/Yr

40. If you were (or are now) a member of any social, labor, or fraternal organizations, list them below.

Date Organization Type of Organization Address

41. Have you ever had garnishments or assignments made on your wages, or received a letter of indebtedness?

Yes _____ or No _____ If yes, explain

42. List ALL financial liabilities (contracts, charge accounts, etc.) involving you and if married, your spouse.

To Whom Owed Phone Address Date Orig. Amt Balance Monthly Payment

43. Are you the co-maker or co-signer on any loans? _____ If yes, explain

44. Have you ever been bonded? _____

Reason Date By Whom (Name and Complete Address) Phone

45. Have you ever been refused a bond? _____ If yes, explain

46. Do you possess:

A. Regular driver's license? _____ Number _____ State _____

B. Chauffeur's license? _____ Number _____ State _____

C. Other _____

47. Did you ever have a license issued by another state(s)?

Yes _____ or No _____ If yes, explain

Which State (s) _____ Date (s) _____

48. Was your license **EVER** suspended or revoked? _____ Date (s) _____

City _____ State _____ Reason _____

49. List all vehicles that you currently own.

Year Make Body Type Color License Number (State, Exp. Yr)

50. Are all the above vehicles currently covered by liability insurance?

Yes _____ or No _____ Company _____

If no, indicate vehicle (s) and reason why uninsured. _____

List the name of your father, step-father, mother, step-mother (including maiden name), and sibling(s) below.

Name Address Phone Relationship Living/Deceased

52. Have you ever been fingerprinted? Yes _____ No _____

When _____ Where _____ Purpose _____

When _____ Where _____ Purpose _____

53. Do you have any knowledge or information, in addition to that specifically asked for in the preceding questions, which is or may be relevant, directly or indirectly, in connection with an investigation of your eligibility or concerning your character, temperance, habits, employment, education, criminal record, etc.?

Yes _____ or No _____. If yes, explain _____

54. Do you know of anything that would disqualify you from the selection process or prevent you from the full discharge of your duties as a police trainee/police officer?

Yes _____ No _____ If yes, explain _____

55. What prompts you to make an application to the Alamogordo Police Department? _____

56. Have you any specialized areas of interest in the Alamogordo Police Department? _____

57.REFERENCES: List the NAMES and COMPLETE ADDRESSES of **SIX** (6) reliable people, other than relatives, past employers or supervisors, who know you well enough to provide current information about you.

1. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

2. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

3. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

4. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

5. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

6. _____
Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

I hereby certify that the information contained in this personal history statement is correct and complete to the best of my knowledge. I further understand that any misrepresentation, omission, or falsification, may be deemed sufficient cause for rejection from the selection process or termination of future employment.

IN WITNESS WHEREOF, I HAVE EXECUTED THIS REQUEST

AT _____ ON THE _____ DAY OF _____ 20 _____
(County, State)

APPLICANT'S SIGNATURE _____
DATE _____

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public in and for said County and State.

My Commission Expires

**CITY OF ALAMOGORDO
ALAMOGORDO POLICE DEPARTMENT**

Acknowledgement of Basic Requirements

1. The following are the Basic Requirements for Police Officer/Trainee.
2. Must be at least 21 years of age to apply for the position of Police Officer/Trainee.
3. No Felony Convictions.
4. Clean Employment History.
5. Must be a United States Citizen.
6. Must have a valid Driver's License.
7. High school diploma or GED equivalent.
8. Laterals must hold a current certification through the State of New Mexico or must qualify to achieve certification via the Certification by Waiver course in the State of New Mexico.
9. Any positive result of a pre-employment drug test, any use of cocaine or methamphetamine within the last five years, any use of hallucinogenic drugs within the last ten years or a DWI within the last three years will constitute an automatic disqualification for employment.

I acknowledge that I have read, understand and meet the basic requirements for the position of Police Officer, Police Officer Trainee, or Lateral Police Officer.

Signature

Date

Printed Name

CITY OF ALAMOGORDO
ALAMOGORDO POLICE DEPARTMENT
Polygraph Examination or Voice Stress Analysis for Employment
Statement of Release of Liability

I, _____, agree to participate in a polygraph examination or voice stress analysis. I understand that such participation is a voluntary action on my part, and that I may refuse to take part in this examination, and that such refusal will terminate the examination at that point. I am aware of my rights under the United States and State Constitutions.

I hereby release and forever discharge the City of Alamogordo, the Alamogordo Police Department, the polygraphist, the voice stress analyst and all other employees of the Alamogordo Police Department, and the City of Alamogordo from any civil and/or criminal liability that I may claim as either a direct or indirect result of the polygraph examination or voice stress analysis.

This polygraph examination or voice stress analysis is only part of the employment process and is used to verify the truth of material and statements furnished to the Alamogordo Police Department.

I agree to this statement of my own free will and have not been subjected to any mental or physical force, nor have I been threatened with any such force or promises of reward by anyone.

Important: If you do not understand any part of this form, do not sign until you do.

_____/_____/_____
Candidate's Signature Date

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires _____

**CITY OF ALAMOGORDO
ALAMOGORDO POLICE DEPARTMENT
Candidate Information**

Position _____

Name _____ D.O.B. ____/____/____
First, Middle, and Last Name (No Initials)

Race _____ Sex _____

Address _____

City _____ State _____ Zip Code _____

Height in Inches _____ Weight _____ Color of Eyes _____

Color of Hair _____ City and State of Birth _____

Occupation _____ Soc. Sec. # _____ - _____ - _____
Identifying Characteristics: (Scars, Moles, Tattoos, Birthmarks, Etc.)

Left _____ Right _____ Left _____ Right _____

Left _____ Right _____ Left _____ Right _____

Father's Name _____ Address _____

City _____ State _____

Mother's Name _____ Address _____

City _____ State _____

Spouse's Name _____ Address _____

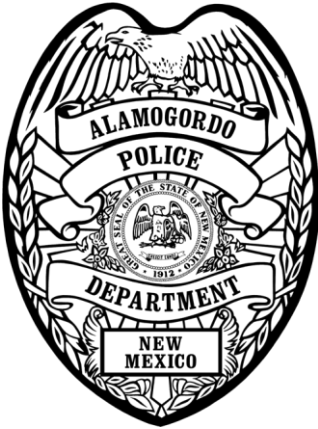
City _____ State _____

Brothers and Sisters (List at least 3 brothers or sisters with their addresses. If you do not know their complete address, list only the city and state)

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____



ALAMOGORDO POLICE DEPARTMENT

700 Virginia Avenue
Alamogordo, New Mexico 88310
(575) 439-4300

Authorization to Release Information/ Waiver of Liability

I, _____, do state that I have applied for a position with the Alamogordo Police Department in Alamogordo, New Mexico.

As an applicant for a position with Alamogordo Police Department, I hereby request and give my consent for full and complete disclosure of all or any part of records pertaining to my employment. It is my specific intent to provide access and complete disclosure to my personal information, however personal or confidential it may appear to be.

I hereby authorize the Alamogordo Police Department and any duly authorized agent of this agency to review and obtain any information from all records, files, reports, notes, opinions, or any other informant or source in your custody or control, whether sealed or unsealed, including information of a privileged nature, or any part thereof, concerning myself whether said records are of public, private or confidential nature. This includes, but is not limited to, the release of all employment files or records, performance evaluations, disciplinary records, use of force report/ complaints, sexual harassment complaints, background investigation files, polygraph or voice stress analysis reports, psychological reports, and all internal affairs investigations, complaints, or grievances filed by or against me.

I hereby release; you, your organization and all others from liability or damages that may result from furnishing the information requested, including its officer, employees, or related personnel, both individually and collectively; from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance or attempted compliance with this authorization and request to release information. I direct you to release and disclose all such information upon request to any duly authorized agent of the Alamogordo Police Department.

A photocopy of this notarized release form is considered as valid as an original waiver, even though it does not contain an original of my signature. This waiver is valid for a period of two years from the date of signature. I further understand that I waive the right or opportunity to read or review any information provided in the background investigation report prepared by the Alamogordo Police Department.

Printed Name of Applicant

Date

Signature of Applicant

Notary: I swear or affirm that _____, appeared before me personally and that he/she is the person who signed the foregoing document on the _____ day of _____, 20_____.

My commission expires: _____ Notary Public _____

Personal Integrity Questionnaire Read the following instructions Carefully

DIRECTIONS: The Alamogordo Police Department has developed a comprehensive and intense officer selection process for its police applicants. This Selection Process will consume a great deal of your time as well as expense and effort for the Alamogordo Police Department. This questionnaire is designed to acquaint you with certain standards which **MAY OR MAY NOT DISQUALIFY YOU AS A CANDIDATE DURING THIS SELECTION PROCESS.** This questionnaire is designed to save you time, money and energy early on in the selection process. Your **truthful** responses to the following questions and during the follow up interview with the individual assigned to conduct your background will help to evaluate your chances and ability in continuing the selection process.

Recruiting of all candidates is done without regard to race, color, national origin, ancestry, sex, age, religion or disability, in the provision of services, programs or activities. The City of Alamogordo is an Equal Opportunity/Reasonable Accommodation Employer.

All answers on this application form are subject to verification by use of the polygraph or voice stress analysis and an intense background investigation. Polygraph or voice stress analysis questions will be drawn from: 1) Personal Integrity Questionnaire (PIQ), 2) the Initial Application, 3) Background Investigation, 4) Personal History Statement, 5) any information you voluntarily offer. Deliberate inaccuracies, incomplete statements, minimization, rationalizations, omissions and /or misstatements must be corrected. If they are not, it may result in your disqualification from the selection process or termination from employment if hired.

It is to your advantage to respond honestly and openly to all of the following questions. Any negative factors in your background will be evaluated in terms of circumstances and facts surrounding the occurrence and its degree of relevance to the job. The Alamogordo Police Department is looking for mature, honest people who can admit their mistakes and discuss those mistakes honestly. For example, being fired from a job or having an arrest record is not, in itself, grounds for disqualification in many cases. During your interview, your background investigator will inquire into the facts surrounding the event. An evaluation will be made of the relevance of the facts to the requirements and guidelines of the job. It is your responsibility to be truthful. A negative factor in your background may not terminate you from the application process. However, being dishonest about that negative factor will. Be honest. If you feel some event in your background is indirectly related to your application, even though it is not specifically listed, then disclose it. Save yourself a great deal of time, and effort if you know you will have to lie at any stage of the application process.

It is your responsibility to ask for clarification of any question or word that is not perfectly clear and understandable to you. Unless otherwise stated, each question refers to anytime, any reason, anyplace, anywhere at any age, in any jurisdiction, in civilian and military life, domestic or abroad or on any military installation, base, or federal land. **IT IS YOUR RESPONSIBILITY TO BE HONEST AND TRUTHFUL.**

Please fill out this form in **BLACK INK** only. It is your responsibility to write clearly and legibly. If we cannot read it, the public will not be able to read your police report either. Remember, neatness in writing, grammar, punctuation, spelling, clarity and ability to follow written instructions are all evaluated as part of the selection process. There is no set time limit to complete this questionnaire.

You will need to write a short narrative to fully **EXPLAIN EACH YEST ANSWER**. Make sure your writing is clear and legible. In your narrative answer the relevant questions of who, what, when, where, why, how, how often, etc. as each question requires. Write your narrative in **BLACK INK ONLY**. Again, it is important that your answers be honest, as the information will be verified by the polygraph or voice stress analysis and extensive background investigation. Make sure you include sufficient detail in your report that your background investigator can read and fully understand the circumstances, of what happened, when and why.

Reference your **DRUG AND SUBSTANCE EXPERIMENTATIONS**, make sure you list the dates first used and last used. Don't rationalize or minimize the facts. If you can't remember the exact dates, put down the month and year to the best of your recollection. If you need more room to write on any given page, continue writing on a separate sheet of paper, which can be provided by the recruiting staff. When you are through, keep your questionnaire with you and go to the lobby. Write your name on the interview list located in the lobby and a Background Investigator will review the questionnaire with you. You will be informed what the next stage of the selection process will be. Thank you for your time, patience and cooperation in this matter.

PERSONAL APPLICANT DATA

Applicant Full Name: _____

Any other name ever used or nickname: _____

Current Street or Mailing Address: _____

City/State/Zip Code: _____

Home Phone #: (_____) _____ Message Phone #: (_____) _____

Driver's License # and State: _____ D.O.B: ____/____/____

Social Security Number: _____ - _____ - _____ Age: _____

QUALIFICATIONS

Circle One

- 1. Are you applying for a police trainee position? **YES NO**
- 2. Are you applying for a lateral police position? **YES NO**
- 3. Are you applying for police through "Certification By Waiver"? **YES NO**
If yes, complete the following questions:
- 4. Are you currently at least 21 years of age? **YES NO**
- 5. Do you have any felony convictions or arrests? **YES NO**
- 6. Do you have any D.W.I. arrests within the last 3 years in any jurisdiction? **YES NO**
- 7. Do you have any misdemeanor arrests or citations, excluding traffic within the last three (3) years, in any jurisdiction? **YES NO**
- 8. Are you currently a United States Citizen? **YES NO**
- 9. Do you currently have a valid driver's license? **YES NO**
- 10. If you have prior military Service in any branch and you have been Discharged, Was the discharge listed on your separation papers (DD-214) characterized as Honorable? **YES NO**

RESPONSE TO QUESTION

11. Do you have military experience? **YES** **NO**
If yes, complete the following questions:

12. Have you ever been a member of any branch of the armed forces, or are you currently serving in any branch of the armed services? **YES** **NO**

Which Branch(s): _____ Pay Grade Last Promoted To: _____

Date first reported to active duty: ___/___/___ Date of discharge: ___/___/___

* If you are currently serving (whether active duty, active reserve, or guard) at what date do you expect to complete your obligation or when do you intend to resign your commission? ___/___/___?

List the total time you have in service: (include active-duty, active-reserve and guard service together) _____ yrs.

What was your military specialty in civilian terms? _____

13. Did you ever fail any term or condition of your enlistment for any reason?

____ **YES** ____ **NO** Character of Discharge received:
(Circle correct one) **HONORABLE MEDICAL GENERAL DISHONORABLE**
UNCHARACTERIZED

14. Were you ever declared U.A., A.W.O.L., or Missing Ships Movement?

____ **YES** ____ **NO**

15. While in the military did you ever receive any punishment that resulted in a written reprimand, demotion, suspension, reduction in rank, being relieved of duty, loss of pay or confinement? (This includes such things as Article 15's, Page 11's, Captain Mast's, Company punishment, Court Marshal's, written counseling statements, etc.)

____ **YES** ____ **NO**

If you have answered **YES** to any of the above military questions, please briefly explain the circumstances here:

RESPONSE TO QUESTION

____ . _____

____ . _____

____ . _____

EVENT HISTORY SECTION

Please answer YES or NO to each of the following questions. Each question is asking if at anytime, anyplace, anywhere, at any age, for any reason, both in civilian life or in military life, domestic or abroad, you have ever committed any of the following acts. It does not matter if the act was detected, undetected, was reported or unreported, investigated, discovered or if anyone was questioned or arrested. The question is simply asking you if you have ever committed this particular act.

It is to your benefit to be honest! Examples refer to things that have occurred other than in the line of duty for the job you were in at that time. We do expect everyone to answer honestly. This section is also designed to measure your reading and comprehension ability, your vocabulary and ability to follow written directions correctly.

DRUG USE AND EXPERIMENTATION

Have you ever experienced at any time, even once with any of the below listed substances for any reason? This includes any and all use including experimentation, curiosity, peer pressure, and any one time use whether you felt the effects of the substance or not, inhaled or not. Answer each of the questions truthfully YES OR NO. Your drug information will be verified by use of the polygraph or voice stress analysis and background investigation. Do not minimize or rationalize the facts.

If you don't know the exact date, put down the approximate month and year as best you can recall, answer either YES or NO.

1. _____ Marijuana, pot, grass, weed, etc.
Date FIRST used: _____ LAST used: _____
2. _____ Hash, hash oil, hashish, Spice, K-2, Any type of synthetic Marijuana?
Date FIRST used: _____ LAST used: _____
3. _____ Cocaine, crack, rock, snow, blow, etc.
Date FIRST used: _____ LAST used _____
4. _____ Barbiturates, downers, etc.
Date FIRST used: _____ LAST used: _____
5. _____ Amphetamines: uppers, speed, meth, crank, white crosses, bath salts, etc.
Date FIRST used: _____ LAST used: _____
6. _____ Heroin, black tar heroin, horse, H, etc.
Date FIRST used: _____ LAST used: _____
7. _____ LSD, Blotter Acid, Salvia, or any other hallucinogenic drug not listed.
Date FIRST used: _____ LAST used: _____
8. _____ PCP, Angel Dust
Date FIRST used: _____ LAST used: _____
9. _____ THC, opium, morphine
Date FIRST used: _____ LAST used: _____
10. _____ Mushroom, Peyote
Date FIRST used: _____ LAST used: _____
11. _____ Ecstasy, Extasy, Ketamine "Special K", DXM, etc.
Date FIRST used: _____ LAST used: _____
12. _____ Steroids, injected or oral,
Date FIRST used: _____ LAST used: _____
_____ Total number of single injections or pills taken, not number of cycles!

RESPONSE TO QUESTION

13. _____ Inhaled any paint, glue, solvents, gases for the sole purposes of getting high?
 Type used: _____
 Date FIRST used: _____ LAST used: _____
14. _____ Poppers, amityl nitrate, "Rush", etc. (Inhaled)
 Date FIRST used: _____ LAST used: _____
15. _____ Any other illegal substance not listed?
 Type: _____
 Date FIRST used: _____ LAST used: _____
16. _____ Ever abused any prescription or over the counter drugs, made out to you or anyone else, for the sole purpose of getting "HIGH" or for its effect. Included are drugs such as Valium, Xanax, Codeine, Methadone, Dilauude, Demerol, drinking Listerine, mouthwash, cologne, cough syrup, Dextromathorphan, etc.
17. _____ Ever purchased any narcotics, illegal drugs, steroids, or marijuana without a doctor's prescription for you or anyone else? Includes giving someone else money to purchase them for you or to defray the costs, chip in, etc.
18. _____ Ever used any illegal drugs or narcotics on any job or gone to work under the influence of any illegal drug or narcotic?
19. _____ Ever sold any illegal or counterfeit drugs, including marijuana? (Means received anything of value for it such as a favor, mechanical work, money, goods, sex, travel, food, gas, etc.)
20. _____ Ever manufactured or cultivated any illegal drug or narcotic, including marijuana?
21. _____ Currently associate with anyone who uses any illegal drug(s) while in your presence?
22. _____ Ever sold or traded anything of value, other than money, to purchase any illegal drugs, including marijuana?
23. _____ Ever been terminated or disciplined from any employment due to drug or alcohol issues?

RESPONSE TO QUESTION

_____ . _____

_____ . _____

_____ . _____

CRIMINAL EVENTS

24. _____ Ever been placed into protective custody for any reason?
25. _____ Ever committed a burglary such as residential, auto or commercial? (Includes entry into any building, structure, vehicle, watercraft, etc., to commit any theft or other crime.)
26. _____ Ever received or sold any property you knew or suspected was stolen?
27. _____ Ever committed any theft, larceny or shoplifting?
28. _____ Ever committed any murder or manslaughter, voluntary or involuntary?
29. _____ Ever committed any auto theft, including taking on automobile for joy riding?
30. _____ Ever been a suspect in a crime, stopped or detained and questioned in reference To any crime? (Is your name on any police report for any reason?)
31. _____ Ever forged any checks, credit cards, or prescriptions with the purpose of defrauding? (Convert anything to your own personal use?)
32. _____ Ever been arrested, either as an adult or as a juvenile, for any reason in any jurisdiction?
33. _____ Ever smuggle any contraband into any jail or correctional facility?
34. _____ Ever committed any aggravated assault or battery against another person? (Means used any weapon or threatened to use a weapon against another person).
35. _____ Ever committed any act of physical domestic abuse against another person you had been in, or are in a relationship with, such as a boyfriend, girlfriend, husband, wife, or significant other?(this includes any slap, hit, punch, kick, pinch, shove, push, jab, poke or other serious, painful, or violent physical contact for any reason.)
36. _____ Ever committed any act of bombing or dangerous use of explosives? (Includes pipe bombs, M-80s, etc.)

RESPONSE TO QUESTION

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37. _____ Ever issued any 'NO ACCOUNT' checks? (On any already closed account or on a false account in your or any other name?)
38. _____ Ever committed any act of graffiti, vandalism, or damage to private or public property, including any automobile?
39. _____ Ever offered or accepted any bribe for any reason?
40. _____ Ever committed any arson or negligent use of fire? (Intentionally set any fire.)
41. _____ Ever eluded any police officer, either on foot or in a vehicle?
42. _____ Ever committed any act of kidnapping, false imprisonment, or custodial interference?
43. _____ Ever counterfeited any money or currency? (Includes Xeroxing.)
44. _____ Ever made any obscene, harassing, threatening, annoying, intimidating phone calls or any false bomb threats for any reason?
45. _____ Ever committed any hunting, fishing, or boating violations?
46. _____ Ever carried any unlawful deadly weapon into any bar or on school premises, other than in the line of duty?
47. _____ Ever carried any weapon on your person or in your vehicle for your own personal protection?
48. _____ Ever failed to file an income tax report, federal or state?
49. _____ Ever been forced to pay any back taxes or tax penalties for any reason, anywhere, anytime, business or personal?
50. _____ Ever shot at any uninhabited/inhabited dwelling, building, vehicle or at a person, other than in the line of duty?
51. _____ Ever impersonated a police officer for any reason?

RESPONSE TO QUESTION

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_____.

- 52. _____ Ever altered or possessed a false identification (I.D.) or used another person's ID to gain access to a bar or buy alcohol? (Includes driver's license, birth certificate, etc.)
- 53. _____ Ever forged another person's signature to any Bill of Sale?
- 54. _____ Ever obstructed or refused to obey any police officer?
- 55. _____ Ever committed any act of perjury, lying under oath, either in writing or orally, at any hearing, criminal case, or civil suit?
- 56. _____ Ever failed to return any rental property such as tapes, tools, equipment, or vehicles?
- 57. _____ Ever made a false police or insurance report for any reason?
- 58. _____ Ever been the target or subject of any Grand Jury Investigation?
- 59. _____ Ever knowingly committed any Federal Firearms violation? (Includes automatic weapons, silencers, armor piercing rounds, etc.)
- 60. _____ Ever committed any act of sabotage or espionage against the United States?
- 61. _____ Ever committed blackmail, mail fraud, or extortion?
- 62. _____ Ever altered any vehicle V.I.N. (Vehicle Identification Number) for any reason?
- 63. _____ Ever falsely obtained any service such as food, utilities, motel, gas, cable TV, or garbage without paying for it?
- 64. _____ Ever illegally fire any firearm or a BB or pellet gun?
- 65. _____ Ever obtained welfare or public assistance benefits you were not entitled to such as unemployment, aid for dependent children, or food stamps?
- 66. _____ Ever aided or concealed any wanted felon from any police agency?
- 67. _____ Ever been the subject of any restraining order?

RESPONSE TO QUESTION

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_____.

- 68. _____ Ever caused the death of another, either intentionally or unintentionally?
- 69. _____ Ever been the subject of any arrest warrant? (Juvenile, traffic, misdemeanor, felony, federal, parking warrant, etc.)
- 70. _____ Ever been the subject of any search warrant?
- 71. _____ Ever committed any robbery? (Theft from someone, using a weapon, implying a weapon, or otherwise using any force?)
- 72. _____ Ever purposely provided any false information to any police officer such as a false date of birth, false social security number, name, address, phone number, event or crime facts, etc.)
- 73. _____ Other than traffic, have you ever been issued any misdemeanor citation for any reason? (Minor in possession of alcohol, trespassing, loitering, littering, shoplifting, open container of alcohol, etc.)
- 74. _____ Ever been required to appear before any Children's or Juvenile court as a defendant for any reason?
- 75. _____ Ever committed any act of embezzlement? (Includes any theft from any employer, including money or merchandise, or converting anything trusted to you to your own use).
- 76. _____ Ever been placed on court probation either as an adult or as a juvenile? (Includes doing any Community Service for any reason, in any state?)
- 77. _____ Ever been paroled or are you currently serving parole or probation?
- 78. _____ Ever been a 'lookout', 'get-away driver' or in any way aided in any illegal act or crime?
- 79. _____ Ever reported or made a false fire alarm? (Includes pulling fire alarm.)
- 80. _____ Ever tampered with any evidence for any reason, in any type of case?

RESPONSE TO QUESTION

_____.

_____.

_____.

RELATIONSHIP EVENTS

81. _____ Ever committed any forcible or criminal sex act, other than rape, against another person? (Includes oral copulation, masturbation, sodomy, etc., against someone's will.)
82. _____ Ever committed any act of rape or criminal sexual contact of another? (Any sexual intercourse or fondling by use of force or implying any weapon?)
83. _____ Ever contributed to the delinquency of any minor by providing any liquor, purchasing any liquor or illegal drugs or for having sex with? (Minor means anyone under the age of 21)
84. _____ Ever patronized or procured any prostitute, male or female, in any country?
85. _____ Ever committed any act of prostitution? (performed any sex act for anything of value such as money, goods, favors, food, discounts, drugs, travel, lodging, alcohol, mechanical work, service, etc.)
86. _____ Ever committed any act of indecent exposure, incest, or forcible sodomy?
87. _____ Ever physically abused or sexually molested any child?
88. _____ Have you ever physically or sexually abused or molested any mentally or physically handicapped or elderly person? (Includes the blind, deaf, mute, Down's Syndrome, Multiple Sclerosis, Muscular Dystrophy, etc.)
89. _____ Have you ever viewed, possessed, or subscribed to child pornography in any form? (Child means under the age of 18).
90. _____ Have you ever committed any act of voyeurism at anyone undressing or involved in any sexual activity? (Peeping Tom)

RESPONSE TO QUESTION

#_____. _____

#_____. _____

#_____. _____

#_____. _____

JOB AND WORK HISTORY

- 91. _____ Ever been suspended or expelled from any school, high school, trade school, community college, college, university, vocational or technical school for any reason?
- 92. _____ Ever drank any alcoholic beverages during working hours contrary to any company policy?
- 93. _____ Ever sued any employer, past or present, in any civil action for any reason?
- 94. _____ Ever received counseling, a written reprimand, been suspended, or relieved of duty for any reason at any job you have ever had?
- 95. _____ Ever been fired from, given the option of resigning or resigned to avoid termination from any job?
- 96. _____ Ever been refused a security clearance or have lost a security clearance at any job you have worked, or lied or misrepresented any fact in any application or process to secure a security clearance?

TRAFFIC RELATED EVENTS

- 97. _____ Ever been involved in a traffic accident in which you were the driver, during the last three (3) years? (Includes reported, unreported, hit and run, military, on public or private property).
- 98. _____ Ever received any traffic citations in the last three (3) years? (Includes any parking citations, dismissed citations, military police citations, warning citations, RED light or speed camera citations, etc.)
- 99. _____ Ever had your driver's license suspended, revoked, or placed on negligent operator status for any reason in any state?

RESPONSE TO QUESTION

#_____. _____

#_____. _____

#_____. _____

#_____. _____

- 100. _____ Are any vehicles currently registered to you not insured for any reason?
- 101. _____ Have you ever had a driver's license issued to you other than by the State of New Mexico? (List all state licenses issued, dates licensed, and license number if known).
- 102. _____ Do you currently possess a valid driver's license? (List state (s), license number, and expiration date).
- 103. _____ Ever been arrested for driving while intoxicated in any jurisdiction?
- 104. _____ Ever committed a hit and run accident on either public or private property? (Includes Military bases, parking lots, etc.).

FINANCIAL EVENTS

- 105. _____ Ever declared bankruptcy? (Chapter #7, #11, #13, etc.)
- 106. _____ Ever been referred to any collection agency?
- 107. _____ Ever had any purchased goods repossessed?
- 108. _____ Ever had your wages garnished or any liens placed on any property?
- 109. _____ Do you have any unpaid balances on loans, including student loans and credit cards, mortgages, etc., (If you have a current mortgage list the approximate balance and monthly payment. For all other loans list the approximate balance for the loan(s) and the approximate total of the monthly payment(s) required.
- 110. _____ Ever been a defendant, petitioner, respondent, or plaintiff in any civil action case? (Refers to any hearings or cases other than of a criminal nature, such as being sued).
- 111. _____ Ever been more than 60 days late in paying any financial responsibility?

RESPONSE TO QUESTION

#_____. _____

#_____. _____

#_____. _____

#_____. _____

112._____ Ever failed to pay any child support, alimony, or divorce settlement payments?

113._____ Ever had serious financial difficulties?

PREVIOUS RESIDENCES

114._____ Ever been evicted from any place you have ever lived? (Includes failing to pay any rent, lease violation, or moving out “in the middle of the night” to avoid rent).

MISCELLANEOUS ISSUES

115._____ Ever been involved in a physical fight in the last three (3) years?

116._____ Ever been a member of, or had any gang affiliations?

117._____ Ever committed any animal control violation such as cruelty to, abandonment or death of any domestic animal or been issued a citation or written warning for any other related animal violation includes loose animal, barking dog, animal license violation, animal registration, vaccination, spaying, neutering.

118._____ Ever been investigated or sued for any Civil or Federal Rights violations?

119._____ Ever been the subject of any polygraph examination?

120._____ Ever changed your name or used another person’s name for any reason?

121._____ Do you currently have any prejudices against any specific group of people that you feel you would not be able to comfortably work with or for?

122._____ Ever violated a court order of any kind or been held in contempt of court for any reason?

RESPONSE TO QUESTION

#_____

#_____

#_____

#_____

- 123. _____ Ever applied to any other law enforcement or corrections agencies? This includes any local, state, or federal agencies. (Apply means obtaining the initial application, filling it out and sending it back.) If you have applied with Alamogordo Police Department you must answer yes. (List the agency, dates applied, and disposition).
- 124. _____ Ever committed any dishonest act in any police selection process to remain a police candidate such as cheating, lying, having another person take a test for you, provide false documents, etc.
- 125. _____ Ever attended or participated any cock or dog fighting event?
- 126. _____ Ever failed any background investigation for any law enforcement position or gency?
- 127. _____ Do you have any pending court date(s) for any reason?
- 128. _____ Have you ever been placed in a pre-prosecution program by any court, judge, or court official for any reason?
- 129. _____ Ever altered any serial number or ID marks for any reason?
- 130. _____ Ever smuggled, transported, or concealed illegal aliens?
- 131. _____ Have you ever been a member of any radical organization such as the KKK, Aryan Brotherhood, Skin Heads, Black Panthers, IRA, or any other organization that targets any ethnic, racial, or religious groups?
- 132. _____ Have you ever participated in any physical abuse or threatened any person(s) based solely on their perceived sexual orientation, or cultural differences?
- 133. _____ Is there anything else about your background that needs to be revealed or disclosed that may be relevant to your application?
- 134. _____ Have you intentionally omitted ("left out") any fact or facts from your application or withheld any information relevant to your application

RESPONSE TO QUESTION

135. Why do you want to become a Police Officer with the Alamogordo Dept. of Public Safety?

Now that you are through answering all of the above questions, take a minute and go through them again to make sure you have answered all of the questions. No single question may be left unanswered. Once this is done, go through the questions again and make sure you have explained all the YES answers.

READ AND SIGN

I have read the above questions thoroughly and completely. I understand the above questions and have answered them truthfully. I agree to this statement of my own free will and have not been subject to any mental or physical force or coercion of any kind. I am aware that any falsification or omission of any true information made on this questionnaire may cause my name to be removed from the eligibility list or be the cause of immediate dismissal if any employment has been made. I know and understand what I am doing. I fully understand the information I have provided will be verified through the use of a polygraph or voice stress analysis and an extensive background investigation by the Alamogordo Police Department.

Signature

Date

Printed Name

****FOR DEPARTMENT USE ONLY ****

_____ Concur with Recommendation

_____ Do Not Concur with Recommendation

Human Resources

Date

SUPERVISOR REVIEW AND CONCLUSION

RECOMMENDATION

Based on the Personal Integrity Questionnaire information, I recommend that this candidate:

_____ Continue in the process.

_____ Be terminated from the selection process for the reasons stated in the
remarks/investigation on the previous page.

Deputy Chief

Date

.....

_____ Concur with Recommendation

_____ Do Not Concur with Recommendation

_____ Candidate will continue in the selection process.

_____ Candidate will not continue in the selection process.

Police Chief

Date