



**DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE**



DATE: MARCH 7, 2017

**FROM: CHIEF PETE N. KASSETAS
DEPUTY SECRETARY - OPERATIONS**

TO: ALL COMMISSIONED PERSONNEL

**SUBJECT: DIRECTIVE 2017-01 AUTHORIZING FIELD LIEUTENANTS,
CAPTAINS AND DISTRICT RECRUITERS TO CONDUCT
APPLICANT PT AND WRITTEN TESTS**

In order to increase applicant interest and provide more reasonable testing accommodations, effective immediately, all commissioned personnel with the rank of Lieutenant and above as well as the designated district recruiters are authorized to conduct applicant PT and written tests within the districts. While administering the tests the following guidelines shall be adhered to:

Physical Fitness Test:

1. Have applicants fill out the PT testing sheet that was provided by Training and Recruiting.
2. Ensure applicants fill out a PT waiver form prior to starting the PT assessment.
3. Make color copies of driver's licenses of all applicants being tested. Verify the license is valid. (Does not need to be from NM)
4. Start the PT assessment with the push-ups, sit-ups, 1.5 mile run then 300 meter sprint. (Note: An applicant may only fail one portion of the PT assessment, if they fail two or more they cannot move on to take the written exam and will need to be rescheduled for another testing date). Record all results on the PT testing sheet provided by Training and Recruiting.
5. Once the PT assessment is complete, allow the passing applicants sufficient time to attend to personal needs and/or take a break.

Written Test:

1. Give all applicants a written exam and have them write their name on the top of the test (last name first). Use the instructor manual to give directions on how the test should be taken. The applicants may use calculators NOT THEIR PHONE CALCULATORS!!!
2. After the written exam is complete (only sections 1, 2 & 3), collect all exams for grading. Give the applicants a sheet of paper to write their 100 word essay while you grade the tests. The 100 word essay should not be less than 100 words and will be written about "Why you want to be a New Mexico State Police Officer".

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3. After the grading of the exams, individually notify applicants who did not pass the written exam. Advise them they may contact you to re-schedule another written exam test date. They can only take the written exam twice during a class process. If they fail twice they must apply for the next NMSP recruit/lateral class.

Reporting Requirements:

1. Once the applicants have left for the day, you will need to separate the testing documents. Scan a color copy of all testing documents (PT testing sheet, Waiver, Driver's licenses, 100 word essays and written test scores) and forward them to the Training and Recruiting Bureau via email. All original written test booklets must be mailed back to Training and Recruiting Bureau

Under no circumstances, will the responsibilities of administering any portion of the testing process be delegated to anyone below the rank of Lieutenant with the exception of the designated District Recruiters as approved by the Training and Recruiting Bureau.

All DPS employees involved in the testing process should remember the integrity and confidentiality of the process shall be strictly preserved. Any employee who falsifies or manipulates test scores will be subject to disciplinary action.

Thank you in advance for your attention and compliance with this directive.

PNK/djg