



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
PRS: 34	
EFFECTIVE DATE: 12/14/2020	ORIGINAL ISSUED ON: 12/16/2008
REVISION NO: 2	

SUBJECT: INVESTIGATIONS BUREAU SELECTION PROCESS

1.0 PURPOSE

The purpose of this policy is to provide guidelines for the selection of prospective Investigations Bureau agents.

2.0 POLICY

It is the policy of the DPS to select the most qualified applicants to positions in the Investigations Bureau by screening applicants fairly, consistently, objectively and systematically. This process will be done by utilizing elements that are job related and non-discriminatory.

3.0 APPLICABILITY

This policy applies to all commissioned state police employees.

4.0 REFERENCES

NONE

5.0 DEFINITIONS

- A. **Applicant** - A commissioned state police officer applying for a position within the Investigations Bureau.
- B. **Chief** - Chief of the New Mexico State Police
- C. **Unit Commander**- The commander in charge of any of the investigatory units within the Investigations Bureau, i.e., Northern Investigations Region, Southern Investigations Region, Crime Suppression Unit, Special Investigations Unit or Technical Unit.
- D. **Investigations Bureau Commander**- The Major in charge of the Investigations Bureau.

6.0 PROCEDURE

A. SELECTION PROCESS

- 1. Officer and Supervisor Requirements

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- a. Applicants for an agent position must meet one of the criteria set forth below at their time of appointment:
 - i. Agent applicants who went through a complete State Police Recruit School must have successfully completed their probationary period, have a minimum of two (2) years of patrol experience, and successfully completed the department FTO program.
 - ii. Agent applicants who went through a State Police Lateral School must have a minimum of two (2) years of patrol experience and have successfully completed the department FTO program. Patrol experience may include time spent in patrol with other agencies prior to becoming a commissioned State Police Officer
- b. All applicants for a sergeant position must meet one of the criteria set forth below at their time of appointment:
 - i. Be a current sergeant who has completed their one (1) year probationary period.
 - ii. Be an eligible candidate on the current sergeant list.
2. A fair and competitive process for the selection of Investigation Bureau (IB) agents may be required at the Investigations Bureau Commander's discretion which may include, but not be limited to, the following:
 - a. Application
 - b. Background
 - c. Oral panel/assessment center
 - d. Psychological screening/assessment
 - e. Chief's selection
3. Applicants do not have a property right to a position within the IB.
4. The IB commander shall make decisions related to the rejection or removal of applicants during the selection process. The chief has final authority on all Investigations Bureau appointments. No portion of the selection process is appealable.

B. Application

1. Applicants seeking appointment to the IB must submit an application for consideration.
 - a. Applicants who intentionally omit information or who provide misleading information on applications may be immediately removed from the process.

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- b. The IB commander shall have the final decision concerning rejected applications or the removal of applicants from the process.
 - c. Applicants shall be provided a copy of this policy upon application to the IB.
2. The applicant's commander shall have the opportunity to review the application.
3. The applicant's commander shall forward the application and any requested evaluations as a packet to the designated IB point of contact.

C. Background Investigation

1. Applicants seeking appointment shall have a comprehensive background investigation conducted that includes the following:
 - a. Review of Internal Affairs (IA) disciplinary history.
 - b. Review of personnel, district, and recruit files.
 - c. Review of public records pertaining to criminal, civil, and traffic actions involving the applicant.
 - d. Review of past department evaluations.
 - e. Updated and IB specific evaluations may be solicited from and completed by first and second-line supervisor(s) of the applicant.
2. All background investigations will be documented on a prescribed form, as approved by the IB commander.
3. Background investigations should be completed by an IB supervisor at least one rank higher than the applicant.
4. An IB unit commander may request permission from an applicant to obtain a credit history. A public record history that warrants such a request, including but not limited to default judgments, civil suits involving debt, foreclosures, bankruptcies, wage garnishments, information pertaining to "living beyond a person's means", etc. should normally be discovered prior to the request, therefore necessitating further investigation.

D. Oral Interview/Assessment Center

1. The IB unit commanders shall jointly appoint selection panel members responsible for conducting an oral panel and/or assessment center for the purposes of determining the suitability of applicants for appointment to the IB.

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1. The oral panel and/or assessment center shall be designed to reasonably measure the traits sought in applicants seeking appointment to the IB. These traits shall be job-related to the position of IB agent.
2. The oral panel and/or assessment center may include the following:
 - a. Specific oral board questions pertaining to duties and responsibilities encountered in the IB.
 - b. Review of cases in the NMIBRS reporting system.
 - c. Assessment of a case presentation by the applicant.
 - d. Assessment of the applicant's work ethic/performance through a review of reported officer activity.
 - e. Written and/or verbal tests to measure aptitude and suitability for appointment.
 - f. An objective assessment by the panel of the applicant's suitability for appointment into the IB.
3. The panel members are responsible for keeping the IB unit commanders informed.
4. The IB unit commanders shall jointly approve the content and structure of the oral interview and/or assessment center.
5. Upon completion of an oral interview and/or assessment center, it is the responsibility of the unit commanders to present a ranked list of the applicants to the IB commander.

B. Chief's Selection

1. The chief has the ultimate authority to appoint members of the IB.
2. The chief's decision regarding appointment to the IB is final and is not subject to appeal or grievance procedure(s) currently in place and adopted by the Department of Public Safety.
3. All appointees to IB must successfully complete an FTO program to remain in IB.

6.0 ATTACHMENTS

- A. Investigations Bureau Application for Agent's Position
- B. Commander's Evaluation of Investigations Bureau Applicant
- C. Supervisor's Evaluation of Investigations Bureau Applicant

