



BERNALILLO COUNTY
SHERIFF'S DEPARTMENT

REGIONAL TRAINING ACADEMY
415 TIJERAS AVE NW
ALBUQUERQUE, NM 87102
505-804-0000

BASIC TRAINING SECTION

The Basic Training Section works to ensure that the Sheriff's Department crafts deputies who have the skills and knowledge necessary for today's professional law enforcement officer. To accomplish this, the Basic Academy's training program subjects our cadets, over several months, to a series of rigorous mental, physical, academic and emotional challenges. These challenges combine with a Sheriff's Cadet's life experiences in the private sector, academia, or military and create a deputy who is not only a professional law enforcement officer but one who is a part of the community.

The Basic Training Section's goal is to imbue the cadet with the ethos that, no matter where they come from, they are part of, and not apart from, the community they serve.

Qualifications	2-3
Salary & Benefits	4
Selection Process	5-6
Physical Training Assessment	7
Testing Day	8
Testing Locations	9

QUALIFICATIONS

CADET NEW HIRE

- Must have reached 21st birthday prior to the graduation from the academy.
- Must be a U.S. citizen
- Must have a high school diploma or GED equivalent.
- Vision must be equal to or better than 20/100 and corrected to 20/30.

LATERALS

Must have one year as a certified Law Enforcement Officer

Cannot have more than 90 Days separation from your last Agency assignment.

Out of State: Must pass NMDPS Certification by Waiver upon being hired.

DISQUALIFICATIONS

DOMESTIC VIOLENCE

Any convictions of domestic violence

DRIVING WHILE INTOXICATED

Any conviction for driving under the influence of intoxicating liquor or drugs within the last three (3) years

BAD DRIVING HISTORY

A noticeable pattern of traffic citations, arrests, and/or convictions within the last three (3) years. These include, but are not limited to: red light violations, stop sign violations, speeding, reckless driving, careless driving, etc.

NO DRIVER'S LICENSE

Applicants must possess a valid driver's license. Out of state applicants must obtain a New Mexico driver's license within thirty (30) days of being hired.

ILLEGAL DRUG USAGE

Any illegal drug use or possession within the last three (3) years or five (5) years for hard drugs, as well as any noticeable pattern of illegal drug use

EMPLOYMENT HISTORY

Any indication of a pattern of unsatisfactory employment history

FINANCIAL HISTORY

Any history of chronic or recurring financial problems indicating an unwillingness or inability to live within his or her own financial means (filing of bankruptcy alone is NOT a disqualification)

UNTRUTHFULNESS

Any deliberate misstatement of facts and intentional or unintentional omission of facts, during any part of the selection process.

CHARACTER & PERSONAL INTEGRITY

Any act(s) in an applicant's background that would indicate a lack of character or personal integrity on the part of the applicant

CRIMINAL HISTORY

Any felony conviction or entering into a pre-prosecution diversion program. Any conviction for charges relating to aggravated assault, theft, controlled substances or moral turpitude

MILITARY SERVICE

Dishonorable discharge

PSYCHOLOGICAL EVALUATION

Failure of a law enforcement psychological evaluation within the last year.

SALARY AND BENEFITS

RETIREMENT

- 25-year retirement at 75%
- 30-year retirement at 90%
- (retirement is paid out based on your highest 5 year earnings)
- You pay only 4% of your income into your retirement fund.
- Academic incentive pay- \$45 per month
- College tuition reimbursement
- Shift differential pay up to .50 cents per hour
- Clothing allowance - \$900 per year
- Longevity 2-5 years of service 2% of base salary
- 6-10 years of service 4% of base salary
- 11-15 years of service 6% of base salary
- 16 + years 8% of base salary
- 80% of medical and dental paid
- Specialty and hazardous duty pay - up to \$50 per month

PAID VACATION TIME

YEARS OF SERVICE	DAYS PER YEAR
0-5	13
5-10	16.9
15-20	22.1

13 PAID HOLIDAYS

4 HOURS PAID SICK LEAVE PER PAY PERIOD

RANK	HOURLY	ANNUALLY	
CADET TRAINEE	\$17.75	\$36,920	
CADET	\$17.75	\$36,920	Hired at Deputy 1st Class
DEPUTY 2ND CLASS	\$22.41	\$46,615	
DEPUTY 1 ST CLASS	\$27.03	\$56,232	
LATERAL HIRE	\$27.03	\$56,232	(1 year 6 months)
SERGEANT	\$32.36	\$67,313	New hires are eligible to take the Sergeant exam after 5 years
LIEUTENANT	\$38.68	\$80,455	Personnel are eligible to take the Lieutenants exam after 2 years

SELECTION PROCESS

The selection process consists of a Pre-employment questionnaire, PIQ and PHS, two (2) written exams, a physical agility exam, a background investigation, an oral interview, a polygraph examination, a psychological examination, and a medical examination

Upon satisfactory completion of these requirements, all qualified applicants will be submitted to the Sheriff for final selection.

COMPLETE PRE-EMPLOYMENT QUESTIONNAIRE, PIQ AND PHS

The Pre-Employment Questionnaire, [The Personal Integrity Questionnaire \(PIQ\)](#) and [the Personal History Statement \(PHS\)](#) must be completed online. These forms must be approved by a BCSD Recruiter in order to continue in the testing process.

NATIONAL POLICE OFFICER SELECTION TEST(NPOST)

The Applicant will have 1 hour and 15 minutes to complete this test. This test is an assessment of reading, writing and arithmetic that are important for successfully learning and performing an entry-level, law enforcement position.

Preparation materials are offered online (POST Study Guide and Practice Test). The cost for the practice test is \$15 and candidates can pay via credit card through the website should you wish to take it. The exam provides applicants with an opportunity to complete a full-length, timed practice version of the POST exam. The practice version of the POST contains detailed feedback for any test item answered incorrectly by the applicant, giving you a better understanding of personal areas of strength, and opportunities for development. There is also a Study Guide available for \$5.00. Here is a link to the practice test and study guide: [STUDY GUIDE](#)

PHYSICAL FITNESS TEST

BACKGROUND INVESTIGATION

Your background investigation will be conducted by a member of this agency. A thorough investigation is a long process and you must understand that your file may not be the only background the investigator has. Your background may take up to 4-6 weeks to complete, please be patient.

ORAL BOARD INTERVIEW

The oral board interview is a professional interview with you and three members of the department, a deputy, a sergeant, and a lieutenant. Dress appropriately and think before you speak.

POLYGRAPH

A pre-employment polygraph screening examination will be conducted by a licensed Polygrapher in accordance with New Mexico state law, in order to verify information placed on the applicants PIQ/PHS. This test measures simultaneous electro dermal, cardiovascular and respiratory responses utilizing formats approved by the American Polygraph Association.

PSYCHOLOGICAL EVALUATION

The psychological evaluation is a two segment examination lasting approximately 4 hours. The examination consists of a lengthy multiple choice written exam and a one on one interview with the department psychologist.

SHERIFF REVIEW**MEDICAL EXAMINATION**

The medical examination will be conducted by a department appointed physician. A complete physical including but not limited to vision, hearing, heart, blood work will be conducted.

UPON ACCEPTANCE

Cadets will continue to the Academy and Laterals will work with a Field Training Officer.

PHYSICAL ASSESSMENT

Candidates must pass these physical requirements:

1.5 Mile Run 15:20

Push-Ups 29 repetitions/min

Sit-Ups 31 repetitions/min

300 Meter 65.4 sec

Illinois Agility Run 18 sec

PUSH-UPS

Hands are on the ground shoulder width apart. Start with arms fully extended, and the back in a straight line from the ankles to the shoulder. The back must remain in this position throughout. The applicant then lowers the body until both elbows are in a straight line with the shoulder blades. The push-up is complete when the applicant returns to the full up position.

SIT-UPS

Start by lying on the back, knees bent, heels flat on the ground, the heel of the hand must not pass the ears. A partner will hold the feet down firmly. To start the shoulder blades must touch the ground, the up position is attained when the elbows touch or pass the knees and the sit up is complete when the shoulder blades return to the ground.

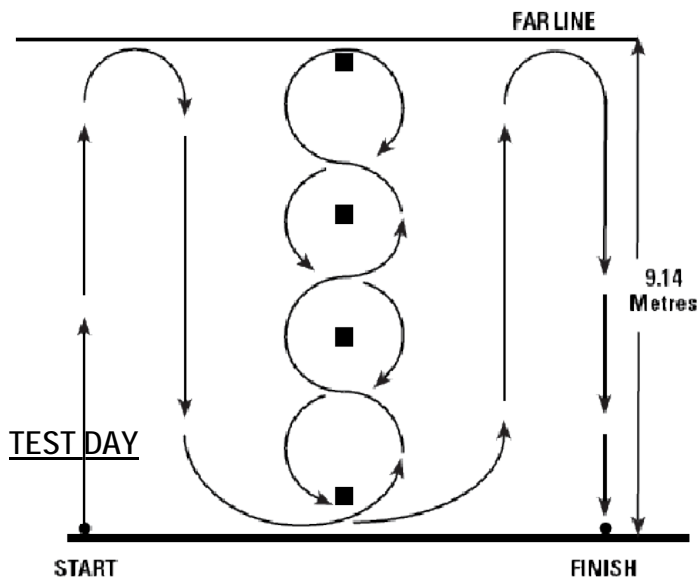
ANAEROBIC POWER

The anaerobic power test is a 300-meter sprint.

The aerobic power test is a 1.5-mile run on a 1/4-mile track

AGILITY RUN

Starting the prone position, the applicant will come to a sprint for 10 yards do a 180 degree turn and sprint back 10 yards. Once back at the starting position the applicant will again turn and now weave the four cones in a figure eight pattern down and back until they have reached the first cone again. The final part of the course is another 10 yard sprint a 180 degree turn and a 10-yard sprint back across the start finish line.



****YOU MUST PROVIDE A VALID EMAIL ADDRESS FOR ALL NOTIFICATION PURPOSES****

Once a large enough group is acquired for a particular test date, that date is removed from the website and is NO LONGER AVAILABLE; this does NOT mean that the test date is canceled. You are required to show up for the test date that you have been approved for unless you send an e-mail correspondence requesting a change/cancellation OR you are advised that the date has been changed by the Bernalillo County Sheriff's Department Recruiting Unit.

It is in your best interest to start the application process as early as possible. You will be scheduled for the test date that you have selected only after your pre-employment forms have been approved. When a suitable candidate pool has been developed for this process, all testing will be closed.

YOUR POSITION WILL BE RESERVED WHEN THE FOLLOWING IS COMPLETED: Pre-employment forms have been approved

REQUIRED ITEMS:

- ✓ A state issued ID or military photo ID
- ✓ \$50.00 cashier's check or money order
- ✓ Casual attire for written exam (morning)

Physical fitness attire for the physical assessment (afternoon)

TESTING ITINERARY

0745-0800 - Check in at BCSO Regional Training Academy

(bring photo ID and \$50.00 fee) 415 Tijeras NW 3rd Floor

0800-0830 - Orientation (anyone arriving after orientation begins will NOT be allowed to test on that day)

0830-1030 - Law Enforcement Selection Inventory exam (LESI)

1030-1130 - Nelson-Denny vocabulary & reading comprehension exam

1130-1300 - Lunch (not provided)

1300-1500 - Physical fitness assessment

TESTING LOCATIONS

REGIONAL TRAINING ACADEMY
415 Tijeras NW 3rd Floor
Albuquerque, New Mexico 87102
[DIRECTIONS](#)

SANDIA PREPARATORY SCHOOL
532 Osuna Road NW
Albuquerque, New Mexico 87113
[DIRECTIONS](#)

p