



**City and County of Denver
Civil Service Commission**



2010

**Lateral-Entry Police Officer
Examination Informational Booklet**

To submit an application, review the test calendar, schedule your testing appointment and to review test preparation information, log onto our website at:

www.denvergov.org/civilservice

It is the applicant’s responsibility to read the information contained in this booklet. This booklet provides applicants with a summary of the examination and screening process and the minimum qualifications to apply and be considered for hire as a Denver Police Officer.

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INFORMATIONAL SUMMARY

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination for the purpose of creating eligible registers for original appointment to the position of Police Officer for the Denver Police Department. The eligible registers shall be composed of the names of applicants who have successfully completed and/or passed all phases of this examination and who are approved for placement on the respective eligible registers by the Civil Service Commissioners.

QUESTIONS (?)

If you have questions not covered in this booklet, please call Chanda Turnbull, Associate HR Professional, at the Civil Service Commission office at (720) 913-3356 or e-mail at chanda.turnbull@denvergov.org.

EEO/REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer (EEO). The Civil Service Commission and the Denver Police Department as agencies of the City and County of Denver are committed to equal employment opportunity and compliance with all laws governing the application and hiring of suitable applicants for employment with the Denver Police Department.

If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

SALARY AND BENEFITS

A successful applicant will be employed as a Police Recruit until such time as that person has successfully completed the Denver Police Training Academy and has met all Colorado Peace Officer Standards and Training (POST) requirements. After meeting these requirements, the Manager of Safety at his/her discretion may appoint that person as a Police Officer Fourth Grade or may appoint that person based upon merit, patrol experience, or record to:

- The rank of Police Officer 3rd Grade, if that member has more than 3 years but less than 5 years prior patrol experience at the date of application.
- The rank of Police Officer 2nd Grade, if that member has more than 5 years but less than 8 years prior patrol experience at the date of application.
- The rank of Police Officer 1st Grade, if that member has more than 8 or more years prior patrol experience at the date of application.

Experience accumulated as a deputy or officer employed at a correctional facility, college, university, District Attorney's office, or as a Federal or Military Police Officer is not applicable in determining Grade. The Lateral Police Recruit may not contest the appointed rank and pay.

Pay Scale: 2010 Salary

Recruit:	46,620
4th Grade:	46,620
3rd Grade:	51,576
2nd Grade:	55,188
1st Grade:	69,396

Pay Scale: 2011 Salary (Effective 12/19/2010)

Recruit:	48,648
4th Grade:	48,648
3rd Grade:	53,844
2nd Grade:	57,648
1st Grade:	72,516

A Comprehensive Benefits Package including:

- Paid sick leave and vacation
- Medical and dental insurance
- Uniforms and most equipment furnished
- Pension plan

Benefit information from the Collective Bargaining Agreement is available on the Denver Police Protective Association's website at: <http://www.dppa.com/cba0810/PPAcba0810.asp>

ACADEMY INFORMATION

The Denver Police Academy functions as a combined Lateral-Entry and Entry-Level recruit program. All new hires begin at Entry-Level Police Officer recruit pay and grade. At the discretion of the Academy, Lateral-Entry recruits may graduate on average after **10-12 weeks** of Academy training depending upon past experience and training. At the discretion of the Academy, Lateral-Entry recruits who do not graduate at 10-12 weeks are required to complete up to 27 weeks of Academy training. Lateral pay is granted upon successful completion of the Academy. Academy training is a stress-based program and recruit officers adhere to Academy rules and discipline at all times.

WORK SCHEDULE

The work schedule depends upon which of the six district stations you would be assigned. Some stations have eight-hour shifts and others have ten-hour shifts. Police Officers are assigned to each of the three daily shifts depending on varying personnel needs. Shift work is generally determined by seniority. Weekend, evening, and holiday work is required.

POLICE ACADEMY CLASSES

As a result of this examination, applicants will be considered for Police Academy classes expected to begin late 2011 and thereafter. A limited number of individuals will be processed through all phases of the examination, based on hiring needs. (See page 26-27 for information on Academy training.)

DUTIES AND WORK RESPONSIBILITIES

Police Officers are responsible for performing the essential functions of the job which include the suppression of crime, the protection of life and property, the investigation of criminal activity, the apprehension and arrest of violators of the criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. Police Officers patrol an assigned beat, precinct or area, familiarizing themselves with businesses, public facilities, people, etc. Police Officers investigate all unusual persons, circumstances, and vehicular accidents; make detailed reports of all such occurrences;

and respond to all police calls in their area, as ordered by the dispatcher. (See the Job Description and Job Functions starting on page 28.)

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an Entry-Level Police Officer with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job. Please refer to the section **Job Description and Functions of a Police Officer** on pages 28-41. See also, **Knowledge, Skills, Abilities and Other Characteristics** on pages 39-41.

JOB REQUIREMENTS

RESIDENCY: All individuals must reside within the state of Colorado at the time of appointment.

MAINTAINING PHYSICAL CONDITIONING: Police Officers are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to ensure compliance.

CHANGE IN APPLICANT'S PERSONAL INFORMATION

Applicants are required to notify the Commission in writing of any change in personal or contact information such as legal name, address, telephone/cell number and e-mail. Additionally applicants called on for further screening/processing must notify the Commission in writing of any change to their supplemental application or background history form information.

The inability of the Post Office to deliver mail because of an unknown or incorrect mailing or forwarding address may be grounds for disqualification. Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

VACATIONS OR EXTENDED ABSENCES

Upon successful completion of the written test, applicants must notify the Commission in writing of any vacation or extended absence of more than seven (7) days in duration to ensure proper notifications can be made.

HELPFUL WEBSITES

The Denver Civil Service Commission's website contains information regarding the Police Officer and Firefighter application process, testing, test preparation, current testing schedules, links to resources and the Department of Safety Recruiters, and Commission meeting dates. You can locate us at www.denvergov.org/civilservice. Additionally, you may visit the Department of Safety's recruitment website at www.denvergov.jobs for upcoming recruitment events; test preparation information; and links for general Department of Safety information and minority resources.

STUDY GUIDE AND SAMPLE TESTS

A *Police Officer Written/Video Test Orientation and Study Guide* and sample Written and Video Test items are available through our website at www.denvergov.org/civilservice.

SOLICITATION OF PREFERENTIAL TREATMENT

Solicitation or attempted solicitation (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, may be grounds for disqualification. This includes intervention on behalf of any applicant, outside of references and information provided in the background investigation process, by the respective department or any of its members, by a member of City Council, by any City official or City employee, and by a Commissioner or employee of the Commission. Personal references and letters of recommendation are considered during the background investigation only. An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation.

HOW TO APPLY

The application period opens January 4, 2010 (at 9:00 a.m.) and will close on the last day of testing. Starting January 4, 2010, (at 9:00 a.m.) prospective applicants can log onto the Denver Civil Service Commission website at www.denvergov.org/civilservice to access the testing schedule, complete an application and to schedule a testing appointment. All scheduling is done on a first come, first served basis. **In order to secure a reserved test appointment, an application must be completed on-line.**

In 2010, the Commission may provide additional application periods for the general public. Notice of any additional application periods for the general public will be posted on the Commission's website at www.denvergov.org/civilservice.

In addition to any application periods for the general public, the Commission may provide special application periods for eligible Denver Public Safety Cadets and eligible Denver Police Reserve Officers.

ELIGIBILITY TO REAPPLY/RETEST: Applicants who fail the Written Test are allowed to reapply/retest on or after six (6) months from the date of their failed Written Test. Applicants who pass the Written Test are eligible to reapply/retest one (1) year from the date of their most recent passed test. Reapplying and retesting are dependent on applications being accepted and test slots being available. If you have questions regarding when you are eligible to reapply and retest, call the Commission office at (720) 913-3365.

SCHEDULING A WRITTEN TEST APPOINTMENT

In order to secure a reserved test appointment, an application must be completed on-line at www.denvergov.org/civilservice. However, if an on-line application is not completed in advance, an application must be completed at the time of written test. In order to test, applicants must meet the minimum qualifications noted on pages 6-10.

TEST APPOINTMENTS/WALK-IN TESTING: Appointments for the written test will be scheduled for test dates starting **March 1, 2010, and ending April 29, 2010.** However, if all test appointments are filled or if an applicant does not have a scheduled test appointment, he/she can "walk-in" on any scheduled test date between the hours of **7:00 a.m. and 7:30 a.m.** to sign up as a "walk-in". If there are available computer stations at the close of that day's registration then "walk-

in's" are allowed to test on a first-come, first-served basis. The Commission anticipates utilizing up to thirty-three (33) computer stations per testing period. "Walk-in's" are encouraged to complete an application and pre-register on-line at www.denvergov.org/civilservice, but on-line application and pre-registration is not required.

OUT-OF-STATE LATERAL APPLICANTS: If you are an out-of-state applicant, we will attempt to schedule several phases during your visit. Upon submittal and approval of your Lateral-Entry supplemental application packet and the successful completion of the written/video test, the Commission may require you spend up to five (5) days in Denver. **At the current time, there are two options for test dates for out-of-state/out-of-town Laterals scheduled for April 6th - 10th or April 20th - 24th.** Please plan on staying in the Denver area during either one of those time frames. If you are unable to schedule your test dates in the period of time designated for out-of-state testing, we will make every attempt to accommodate your availability with advance notice.

If you successfully pass all of the Civil Service tests, your name may be certified to the Manager of Safety. If your name is certified, you will be asked to return to Denver to complete a department interview. Upon a conditional offer of employment, you will be required to complete the Medical Evaluation. The Commission reserves the right to alter the test sequences as required by business necessity.

TEST START TIME: On test days, the test WILL **begin promptly at 7:30 a.m.** On the day of the Written Test, applicants should arrive at the Civil Service Commission office on the 7th Floor of the Wellington E. Webb Municipal Office Building at least 15 minutes prior to their scheduled appointment (**late arrivals will not be admitted**). Plan on spending 3 – 4 hours to complete the test process. The Wellington E. Webb Building opens to the general public at 7:00 a.m.

LOCATION: The Written Test will be administered at the Denver Civil Service Commission's computer lab located on the 7th floor of the Wellington E. Webb Municipal Office Building. The street address is 201 W. Colfax Avenue, Denver, CO 80202.

PARKING: Parking at a meter is not recommended due to the duration of the test. Once the test has begun, you will not be permitted to leave the test area.

PICTURE I.D. REQUIRED TO TEST: A driver's license or other valid picture identification is required to gain admittance into all Civil Service tests/appointments.

NO-SHOW POLICY FOR WRITTEN TEST APPOINTMENT: Applicants who do not show for their scheduled written test appointment or who do not cancel their written test appointment in advance of their scheduled testing date and time will be assessed a **\$25.00 cancellation fee** and will be prohibited from reapplying and retesting for six (6) months from the original scheduled appointment date. Once the fee is paid, following the six (6) month period, applicants may reapply if applications are being accepted. Disqualified applicants who fail to pay their "no-show fee" will be prohibited from any future Police/Fire testing.

Payment must be in the form of a personal check, cashier's check or money order. Cash will not be accepted. Applicants must include their full legal name, a contact number and the last four digits of their social security number. Fee payments should be made payable to *Treasurer – City & County of Denver* and sent or paid in person to the following address: Denver Civil Service Commission (Accounts Receivable), 201 W. Colfax Avenue (Dept. 1208 - 7th Floor), Denver, CO 80202-5332.

MINIMUM QUALIFICATIONS

Applicants must meet all of the minimum qualifications. Except as noted herein, any failure to meet one or more of the minimum qualifications will result in your immediate disqualification. **Please note that some standards have particular time limits associated with them.** If this applies to your situation, you may later become eligible and apply once those time limits have lapsed.

If you do not meet a minimum qualification based on your behavior or criminal history occurring both **prior to age 18 and more than five years ago**, you may be eligible to request an “exemption” from disqualification. (Please see **Exemption from Disqualification for Behavior Prior to Age 18**, on page 10.)

If you have already scheduled a test appointment and **find that you do not meet the minimum qualifications**, please contact the Denver Civil Service Commission at 720-913-3365 to cancel your appointment.

EXPERIENCE AND EMPLOYMENT RECORD: In order to qualify as a Lateral-Entry officer, you must be a state-certified law enforcement officer currently employed (except as stated below) by a state, county, or municipal police or sheriff’s department.

Applicants who are retired or separated as a result of layoff can be considered providing 1) retired officers or officers separated as a result of layoff must apply within one year of separation, 2) must have been in good standing at the time of retirement or layoff and 3) must possess a current Colorado POST certification or state equivalent.

Additionally, all applicants must possess a minimum of three (3) years **patrol** duty (calls to service/street duty) while employed **full time** by a state, county or municipal police or sheriff’s department. Experience accumulated as a deputy or officer employed at a correctional facility, college, university, District Attorney’s office, or as a Federal or Military Police Officer is not applicable experience. If you have questions regarding what qualifies as “patrol” duty, please contact Chanda Turnbull, Associate HR Professional, at (720) 913-3356.

Academy training does not count toward the three-year experience requirement. **Lateral applicants will be required to submit three (3) years of current department evaluations and all applicable training records.**

Additionally, an applicant who is the subject of an Internal Affairs (IA) investigation at the time of application may take the written and video test; however, your file cannot be processed until a final disposition regarding your IA investigation has been reached. If you become the subject of an IA investigation while you are being processed, you must notify the Commission immediately. Your file will be placed in a deferral status until a final disposition has been reached. Upon receiving a written notice of the final disposition, the Commission will determine your eligibility to continue in the testing process.

Please note: It is your responsibility to inform the Commission in a timely manner of any issue or concern that may affect your eligibility. Your file may be rejected if it contains information not suited to the needs of the Denver Police Department.

AGE: Applicants must be at least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

EDUCATION: Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. A copy of the high school diploma or GED certificate will be required if selected to proceed beyond the written test. Acceptable substitutes for a high school diploma include an original certified high school transcript bearing the official school seal and showing graduation date, or an original letter from the school on the school's letterhead which verifies the graduation date.

GOOD DRIVING AND EMPLOYMENT RECORD: Applicants must possess a valid driver's license before being placed on the eligible register and have a good driving and employment record

CITIZENSHIP: Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.

LEGAL: To be eligible for both application for original appointment, and original appointment to a Police Officer position, an individual shall not have any legal impediments to their ability to perform the essential job functions of the position.

Please be advised that legal matters involving criminal activity as a minor/juvenile do not necessarily clear from your record when you become an adult. Further, some convictions, whether as a minor or as an adult, will preclude you from being certified by the Colorado Peace Officer Standards & Training Board, and may impact your ability to legally carry a weapon.

If a criminal record has been "sealed" or "expunged" by the court, or if a criminal conviction has been "pardoned", it may have an effect on how you should respond to questions regarding criminal matters. **If you are unsure of the formal legal status of any criminal matter, or if you have questions about what that status means, you should obtain legal advice prior to application.** Civil Service Commission staff cannot provide applicants with legal advice.

FELONY CONVICTIONS: Individuals who have been convicted of and/or received a deferred judgment for a felony will be disqualified.

MISDEMEANOR CONVICTIONS: Individuals who have been convicted of and/or received deferred judgments for four (4) or more misdemeanors (non-traffic) within the thirty-six (36) months prior to the date of application, and up to and including the day of appointment will be disqualified.

MISDEMEANOR CONVICTIONS CONT.: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor (non-traffic) while employed in law enforcement, firefighter or other sworn public safety position will be disqualified.

COLORADO PEACE OFFICER STANDARDS AND TRAINING (POST) CERTIFICATION: All applicants for Police Officer must be eligible for POST Certification. Certain specified

misdemeanor convictions may result in the denial of POST Certification, as specified in C.R.S. 24-31-305 section 1.5. Therefore, in order to be eligible to proceed beyond the Written and Video test, any applicant who has a misdemeanor conviction must provide copies of the court records regarding their conviction. Should their misdemeanor conviction be among those that may result in denial of POST Certification, the applicant shall be required to provide verification of a POST exemption/waiver prior to being invited on for further testing. To determine your eligibility and to get a listing of the misdemeanor convictions that apply, you may contact the **Colorado POST Board at (303) 866-5692** or you can find a link to the POST Board on the web at www.ago.state.co.us

DOMESTIC VIOLENCE: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving domestic violence will be disqualified.

SEXUAL ASSAULT: Individuals who have convicted of and/or received a deferred judgment for a misdemeanor involving sexual assault will be disqualified.

CHILD ABUSE: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving child abuse will be disqualified.

HARASSMENT: Individuals who have been convicted of and/or received a deferred judgment for a misdemeanor involving intimidation or harassment of a person or group, because of that person's or group's race, color, ancestry, religion, national origin, age, sexual orientation, or physical or mental disability will be disqualified.

DUI/DWAI: Individuals who have one or more convictions or deferred judgments for a DUI or DWAI offense within the thirty-six (36) months prior to date of application, and up to and including the date of appointment, will be disqualified.

Individuals who have two or more convictions or deferred judgments for a DUI or DWAI offense in their lifetime will be disqualified.

ILLEGAL DRUG ACTIVITY: Individuals who have illegally sold, delivered, distributed, or manufactured drugs will be disqualified.

SOFT DRUG USE: Individuals who have illegally used soft drugs at least one time within the thirty-six (36) months prior to the date of application, and up to and including the day of appointment, will be disqualified.

DEFINITION: Marijuana, the use of which would be classified as a petty offense or misdemeanor under CRS § 18-18-406; and any Schedule III, IV or V controlled substance, as defined by and listed in CRS § 18-18-205, 206, and 207, respectively, the use of which would be classified as a misdemeanor under CRS § 18-18-404; *except when the drug or substance is used pursuant to being dispensed by or under the direction of a person licensed or authorized by law to prescribe, administer, or dispense such drug or substance for bona fide medical needs.*

EXAMPLES: Illegal use of cough syrup with low dose codeine; Ganja; Marijuana. *Note: The following drugs are currently defined as "Soft Drugs." However, the Commission is proposing that the definitions be revised to move the illegal use of these drugs into the "Hard Drugs" category:* Amytal, Anabolic Steroids, Codeine (low dose), Darvon, Deca, Ketamine, Librium, Phenobarbitol, Rohypnol, Roofies, Seconal, Special K, Steroids, Talwin, Valium, Xanax.

MEDICAL MARIJUANA: Marijuana remains a Schedule I controlled substance under the Federal Controlled Substances Act (21 USC § 801 et. seq.). As such, under Federal law Marijuana has no currently accepted medical use in treatment in the United States and there is a lack of accepted safety for use of the drug or other substance under medical supervision. As a result, any possible exception under Commission rules for the legal dispensing, use, or possession of “medical marijuana” (under State law) is currently under review by the Commission.

HARD DRUG USE: Individuals who have illegally used hard drugs at least one time within the sixty (60) months prior to the date of application, and up to and including the day of appointment, will be disqualified.

DEFINITION: Any Schedule I or II controlled substance, as defined by and listed in CRS § 18-18-203 and 204, respectively, the use of which would be classified as a felony under CRS § 18-18-404, except for marijuana, *and except when the controlled substance is used pursuant to being dispensed by or under the direction of a person licensed or authorized by law to prescribe, administer, or dispense such controlled substance for bona fide medical needs.*

EXAMPLES: The illegal use of Adam, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil, Heroin, Ice, LSD, Mescaline, Methadone, *Meth-amphetamine*, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Smack, Speed, STP, TCP, Thai Sticks (soaked in hash oil), THC, XTC, Yellow Jackets.

DRUG USE WHILE IN A SWORN PUBLIC SAFETY POSITION: Individuals who have illegally used **soft or hard drugs** while employed in a law enforcement, firefighter or other sworn public safety position will be disqualified from the testing process.

EXEMPTION FROM DISQUALIFICATION FOR BEHAVIOR PRIOR TO AGE 18: If an individual fails to meet a minimum qualification based on behavior or criminal history occurring both prior to age eighteen (18) and more than five (5) years ago, the individual may be eligible to request an exemption from disqualification. The request for exemption must be made in writing. The request for exemption may be made either before application or, if after application, within forty-five days (45) days following notice of disqualification. To expedite your consideration, the Commission recommends any request for exemption be made prior to application. Any request for exemption from disqualification will be reviewed on a case-by-case basis.

Applicants who are granted an exemption after taking the Written Test may re-apply as directed by the Commission and when testing slots are available. In some circumstances, particular criminal matters are not eligible for the granting of an exemption. Details regarding the filing of a written request for an exemption, and the eligibility requirements for an exemption are contained in Commission Rule 3. A link to the “Commission Rules” can be found on our website at www.denvergov.org/civilservice in the left margin on the “Civil Service Home Page.” If you have additional questions, please call the Denver Civil Service Commission at (720) 913-3371.

EXAMINATION AND SCREENING PHASES

CONFIDENTIALITY AGREEMENT: The contents of the Civil Service Commission tests are considered highly confidential. Applicants who test are required to maintain the integrity of the tests and will be required to sign a Confidentiality Agreement at the time of the written test. Additionally, applicants who are processed will be subject to questions regarding maintenance of the Confidentiality Agreement during the Polygraph.

ORDER OF TEST PHASES: The Commission reserves the right to change the order of test phases as required. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process unless otherwise allowed by Commission rule.

RESCHEDULING AN APPOINTMENT: If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

FAILING TO SHOW OR FAILURE TO APPEAR ON TIME FOR SCHEDULED APPOINTMENTS: Applicants selected to be processed and who **fail to show for further phases** when notified in writing may be stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the examination as set forth herein or for any other scheduled appointment may also result in disqualification from further testing.

- **PHASE I – COMPLETION OF A COMPUTERIZED APPLICATION AND SCHEDULING A WRITTEN TEST APPOINTMENT**

Qualified/Not Qualified

All applicants are required to complete a general application and must meet all minimum qualifications. Also, see “Scheduling a Written Test Appointment” above.

- **PHASE II - WRITTEN TEST/TEST SCORE (INCLUDING PREFERENCE POINTS)**

Pass/Fail and Ranking

A Written Test will be administered to all applicants via a computer at the Civil Service Commission office at times and dates individually scheduled on-line by applicants or as noted on the Commission’s Test Calendar located on our website at www.denvergov.org/civilservice. A *Police Officer Written/Video Test Applicant Orientation and Study Guide* is available through our Website at www.denvergov.org/civilservice. Applicants will review their completed on-line application and will receive a brief orientation about the computerized test process prior to the Written Test. Applications will be reviewed for minimum qualifications such as age, citizenship, education, felony and misdemeanor convictions, drug use, and DUI/DWAI’s. Immediately following the orientation, if the application is accepted, the applicant will proceed with the Written Test.

WRITTEN TEST SCORE: The Written Test is a computerized test regarding writing ability skills which comprises 44 questions (to include: grammar, spelling, punctuation, and ease of understanding); and human relation skills which comprises 62 questions (to include: ability to work under stressful conditions, integrity, ethics, decision-making, self-control, maintain confidentiality, interpersonal skills, teamwork, ability to follow rules, and demonstrate respect for others). The passing score for the Written Test is **65.0943%**. Applicants will be given a total of three (3) hours to complete the entire Written Test. The Written Test is not used for the purpose of ranking applicants. However, **only applicants who pass the Written Test will be allowed to take the Video Test.**

ADMINISTRATION OF THE VIDEO TEST: A Video Test will be administered (immediately after the Written Test) to all applicants who receive a passing score on the Written Test. Via the

computer monitor, the applicant will be shown video scenarios. The applicant will be asked to choose the best out of four responses to each scenario. (Sample video scenarios are available on our web site: www.denvergov.org/civilservice .) The Video Test is scored, but it is not a pass/fail test. An applicant's Video Test score is the applicant's "total exam score."

RANKING/EXAMINATION LIST: The Video Test is worth a maximum of 100% of the total exam score. Your **Final Exam Score** is your Video Test score plus any Veteran preference points and/or any language proficiency Special Skill preference points, as applicable. The **Final Exam Score** is used **to rank applicants on an examination list for selection for additional testing and screening**. Ties shall be broken randomly.

PREFERENCE POINTS

MILITARY VETERAN PREFERENCE POINTS: Military Veteran preference points shall be awarded in accordance with Article 12, Section 15 of the Constitution of the State of Colorado. A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the Video Test score of any applicant who qualifies. Further details regarding the awarding of Veteran preference points are provided on pages 16-18.

SPECIAL SKILL PREFERENCE POINTS FOR LANGUAGE PROFICIENCY: An applicant who has successfully passed the Police Officer Written Test and who (at the time of application) identifies that they possess "Intermediate" or "Advanced" oral communication skills in a targeted foreign language, or communication skills in sign language, will be provided an opportunity to take a supplemental test to determine their proficiency. If the supplemental testing results in the applicant being rated as "proficient", they will receive five (5) Special Skill preference points to be added to their Video Test score. A maximum of five (5) points may be awarded, even if language proficiency is demonstrated in more than one target language. Further details regarding the awarding of Special Skill preference points are provided on pages 19-21.

COURT ORDER

The hiring of Police Officers by the Denver Police Department is governed by a court order issued by the U.S. District Court (Hogue Modified Consent Decree), which states that the Civil Service Commission shall establish Police Department hiring goals based on particular representation in the "workforce". The current goals provide that, when qualified applicants are available, each Police Academy class hired will be composed of a minimum of 14.25% Hispanic recruits, 10.1% African American recruits, 2.62% Asian recruits and 1.01% Native American recruits. These percentage goals also apply to establishment of the Eligible Register and the Certification list.

OTHER HIRING PRIORITIES

Please be aware that, in addition to the provisions of a court order, applicants who meet all requirements of the Lateral-Entry Police Officer and Denver Police Reserve program may be given priority for hiring consideration. Also, up to 25% of an academy class may be appointed from those applicants on the Public Safety Cadet Eligible Register.

- **PHASE III - COMPLETION OF A BEHAVIORAL QUESTIONNAIRE**

For Information/Review

Immediately after the Video Test, applicants will be required to complete a detailed questionnaire regarding their past behavior to include but not be limited to: illegal drug use, driving record, criminal behavior, arrests, job performance, and employment separations. This information will be used to guide the background investigation process and to assist the individuals conducting the Suitability Interview and the Polygraph Examination. The information must be complete and honest. Omissions or falsification of information will not be tolerated, and may be grounds for disqualification.

**THE FOLLOWING PHASES ARE REQUIRED
ONLY IF APPLICANTS ARE SELECTED
FOR FURTHER SCREENING AND TESTING**

- **PHASE IV – COMPLETION OF SUPPLEMENTAL APPLICATION & BACKGROUND HISTORY FORM** For Information/Review

SUPPLEMENTAL APPLICATION: Applicants selected for further screening/testing are required to complete a Supplemental Application detailing, but not limited to, general personal information; education and training; military service; and employment and volunteer history. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

BACKGROUND HISTORY FORM: Applicants selected for further screening and testing are required to complete a Background History Form detailing, but not limited to, motor vehicle record; drug use; alcohol use; legal information; references and financial information. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

- **PHASE V - PHYSICAL ABILITY TEST** Pass/Fail

Applicants will be required to view a video of the Physical Ability Test at the time of the Written Test to aid in their preparation for the Physical Ability Test. The Physical Ability Test will be administered to those applicants selected for further testing and screening. Applicants must currently pass the Physical Ability Test within 63 seconds. Please refer to the **Study Guide for the Physical Ability Test** on pages 23-25. A video of the Physical Ability Test is also available on our website: www.denvergov.org/civilservice.

An applicant who does not pass the Physical Ability Test may be provided a second opportunity to test, if a test is available before twelve months has passed from the date the applicant took the Written Test, and his/her Video Test score is equal to or above the specified score for that group of invitees. Additionally, the second opportunity to pass the Physical Ability Test must be part of the regularly scheduled activities of the Commission.

An applicant will not be permitted to continue the testing/screening process until he/she passes the Physical Ability Test.

- **PHASE VI - WRITTEN SUITABILITY ASSESSMENT** For Information/Review

This phase consists of a battery of non-medical written assessments specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a Police Officer. The Written Suitability “tests” are not pass/fail. However, a Commission designated psychologist utilizes the assessment as one tool in their review to determine if an applicant is rated as “suitable” or “unsuitable” to continue in the screening process.

- **PHASE VII - SUITABILITY INTERVIEW** Recommended/Not Recommended

Applicants will be interviewed by a licensed psychologist retained by the Commission. The application documents and Background History Form, along with the results of the Written Suitability Assessment, the Polygraph, and the Suitability Interview, are all used by the psychologist to assign a rating to each applicant. Applicants must have an acceptable rating to continue in the examination process. The psychologist's review of the Written Suitability "tests", and his/her interview of the applicant, are both non-medical in nature and are used in an assessment of an applicant's behavior and character traits to determine if an individual is at significant risk for employment problems as a Police Officer.

"No Show" Policy for Suitability Interview: Applicants unable to attend their scheduled appointment are required to cancel/reschedule their appointment in advance. Applicants who do not call to cancel or reschedule and who fail to show for their appointment will be assessed a **fee of \$65.00** and will be disqualified (unless there are extenuating circumstances). The applicant may also be prohibited from reapplying until the next Police Officer registration period.

- **PHASE VIII – POLYGRAPH** For Information/Review

All applicants shall take a Polygraph Examination. The Polygraph is used in review of an applicant's qualifications and suitability.

"No Show" Policy for Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel/reschedule their appointment in advance. Applicants who do not call to cancel or reschedule and who fail to show for their appointment will be assessed a **fee of \$50.00** and will be disqualified (unless there are extenuating circumstances). The applicant may also be prohibited from reapplying until the next Police Officer registration period.

- **PHASE IX - PRELIMINARY FILE REVIEW** Pass/Fail

At various times during the examination and screening process an applicant's file will be reviewed by the Executive Director and/or designated Commission staff to determine qualifications and suitability for hire. An applicant will be subject to immediate disqualification at any time for failure to meet the minimum qualifications and standards established by the Commission. In addition, any falsification, omission of information, or material misrepresentation of fact by an applicant may also be grounds for disqualification. Applicant files may also be reviewed by the Commissioners for suitability for hire.

- **PHASE X - BACKGROUND INVESTIGATION** For Information/Review

Applicants shall be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the Polygraph Exam and the Suitability Assessment when conducting the Background Investigation. The results of the Background Investigation will be reviewed by the Civil Service Commission and are considered confidential.

- **PHASE XI - BACKGROUND REVIEW**

Pass/Fail

The results of the Background Investigation, Polygraph and Suitability Assessment, along with information contained in the applicant's file related to qualifications and suitability will be reviewed, by the Commissioners. An applicant must meet the minimum standards related to qualification and suitability, to the satisfaction of a majority of the Commission, to be approved for placement on the Police Officer Eligible Register.

ELIGIBLE REGISTER

Applicants who pass all above mentioned Commission test phases may be placed on the Police Officer Eligible Registers for original appointment for possible certification to the Manager of Safety, if their final examination score so warrants, and in consideration of any Court orders in effect.

CERTIFICATION

When a requisition to hire for an academy class has been received from the Manager of Safety, applicants are "certified" to the Manager of Safety for review and consideration for hire. When selecting names to be certified, the Commission does so based on the relative rank on the eligible registers and the requirements of any Court orders. (See also: Court Order on page 12.)

CONDITIONAL OFFER OF EMPLOYMENT

The Manager of Safety retains the authority to extend a conditional offer of employment, or to rescind a conditional offer, based on the provisions of the City and County of Denver Charter, the Denver Civil Service Commission Rules, and other relevant legal authority (including the Americans with Disabilities Act).

A conditional offer of employment may be revoked if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule for additional screening; or is unable to begin work with the Denver Police Department when scheduled. The conditional offer shall also be revoked should an applicant have his/her name removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Manager of Safety are subject to the following:

POLICE DEPARTMENT PANEL INTERVIEW: Applicants who have been certified for consideration for original appointment may be subject to an interview by a panel of members from the Denver Police Department.

MEDICAL EVALUATION: Applicants shall be required to successfully undergo a Medical Evaluation at the City's expense. The Medical Evaluation includes, but is not limited to, a medical examination, a vision and hearing test, a psychological test, a post-job offer questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further,

the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a Medical Evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

DRUG SCREEN: As part of the Drug Screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis, and may be grounds for disqualification. If the Drug Screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, an applicant may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a direct threat to health and safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

FINGERPRINTING: Applicants who receive a conditional job offer must be fingerprinted.

FINAL JOB OFFER

Contingent on the number of available Academy Recruit positions, the Manager of Safety will make final job offers to certified applicants who have successfully completed the post-conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

MILITARY SERVICE and VETERAN PREFERENCE POINTS

Every applicant for original appointment who is a Veteran, regardless of eligibility for Veteran preference points, **is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy)**, as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission** at the time of the Written Test. If you are unable to provide proof at that time, **the Commission will add Veteran preference points** to an eligible applicant's total passing exam score (Video Test score) **upon receipt of proof of eligibility**. Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, **Veteran preference points shall be awarded** to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under honorable conditions, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be **added to the total passing examination score** (Video Test score) of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

1) **Five (5) preference points** may be awarded to:

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:
 - a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
 - b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
 - c. For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
- B. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that do and do not qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces Expeditionary Medal
Navy Expeditionary Medal
Marine Corps Medal for various operations
Southwest Asia Service Medal
Vietnam Service Medal
Kuwait Liberation Medal
Global War on Terrorism Expeditionary Medal
Kosovo Campaign Medal

Examples of Non-combat Medals that **Do Not Qualify** for Veteran Preference:

The Medal of Merit
The Medal of Freedom
The Antarctica Service Medal
The National Defense Service Medal
The Armed Forces Service Medal
The Global War on Terrorism Service Medal
The Armed Forces Reserve Medal

- C. The surviving spouse of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph 1(A) or 1(B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

2) **Ten (10) preference points** may be awarded to (certain disabled Veterans):

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph 1(A) or 1(B) above, AND
- B. Who, because of disability incurred in the line of duty (service connected disability), is receiving monetary disability compensation or disability retirement benefits by reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

SPECIAL SKILL PREFERENCE POINTS - LANGUAGE PROFICIENCY

Language Proficiency Special Skill **Preference Points will be added** to an applicant's passing total test score (Video Test score) **based on particular foreign language oral proficiency or sign language proficiency**. In order to receive such Special Skill preference points, an applicant must successfully pass the Entry-Level Police Officer Written Test, complete the Video Test and then successfully pass a supplemental test (at a different date/time than the Written Test) that measures an applicant's level of foreign language oral proficiency or sign language proficiency. The Commission will determine which foreign languages will be eligible for preference points dependent on the needs of the Police Department and contingent on the reasonable availability of foreign language assessment tests. Applicants who identify intermediate or advanced language proficiency will be notified by the Commission when language assessments will be administered.

The Commission is currently considering the following languages for Language Proficiency Special Skill Preference Points:

Japanese	Sign Language
Korean	Spanish
Russian	Vietnamese

Any Civil Service Commission test for oral foreign language or sign language proficiency is for the purpose of awarding Special Skill preference points only. The awarding of Special Skill preference points is separate from any department skill tests or pay considerations offered by/through the Department of Public Safety or any collective bargaining agreement(s).

An applicant who passes the Police Officer Written Test, who completes the Video Test and **who is rated “proficient”** in the supplemental testing will receive five (5) Special Skill preference points to be added to their passing total examination score (Video Test score). The resulting “final” examination score will be used to determine if an applicant is invited for additional screening and processing. A maximum of five (5) points would be awarded, even if language proficiency is demonstrated in more than one target language.

The assessment of an applicant’s level of foreign language expertise is based on his/her ability to communicate orally (speech and comprehension) in a particular target language. Individuals should be able to handle, with ease and confidence, a large number of spoken communication tasks. Individuals should be able to follow complex directions and offer or ask for the same in the target language. Individuals should be able to offer complex directions in emergency situations and request medical information for first responders.

An applicant who wants to be awarded Special Skill preference points based on language proficiency (to be determined by supplemental testing) should identify oral foreign language or sign language skill level based on the following skill level descriptions:

- | | |
|---------------------|--|
| Beginner | <u>Would not</u> qualify for points. An applicant would not be considered proficient. The skills in speaking and understanding the target language demonstrate; or the sign language skills demonstrate: <ul style="list-style-type: none">• Somewhat halting; irregular flow• Strained and tentative; grammatical roughness• Participation mostly informal; limited amount of formal conversation• Tendency to grope for language• Rely on minimal discourse |
| Intermediate | May qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An applicant’s skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate: <ul style="list-style-type: none">• Communicative tasks are handled with ease and confidence• Adapt flexibly to the demands of the conversation• Substantial flow in the conversation• Vocabulary is fairly extensive• Accuracy, clarity and precision conveyed with intended message |
| Advanced | <u>Would</u> qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An applicant’s skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate: |

- Consistently able to explain in detail
- Narrate fully and accurately
- Use of precise vocabulary and intonation to express meaning
- Great fluency and ease of speech

VISION STANDARDS

Visual acuity must be 20/20 binocular with or without correction.

Uncorrected visual acuity must be 20/40 binocular for wearers of hard and semi-rigid gas permeable contact lenses or glasses. Applicants who currently wear hard or rigid gas permeable lenses (RGP) are encouraged to be refitted with soft lenses. Spectacles, worn by law enforcement officers who meet the uncorrected acuity standards, should consist of polycarbonate lenses and frames that meet ANSI Z87.1 specifications. The officer will be required to carry a spare pair of spectacles at all times while on duty.

Successful long-term wearers of soft daily wear contact lens correctable to 20/20 are subject to no uncorrected standard, on three conditions: 1) “Successful long-term wearers have worn their lenses six months or more, 2) will replace their lenses every six months to one year or more frequently if the lens becomes uncomfortable or difficult to wear and 3) will clean the lenses on a regular basis as recommended by the manufacturer. Continuation of successful on-the-job soft contact lens wear will be considered a condition of employment. Contact lens wearers will be required to sign a Contact Lens Wearer Agreement.

Visual Acuity for corrected—refractive surgery, radial keratotomy (RK), or photorefractive keratotomy (PRK) to 20/20 needs individual evaluation. The Denver Civil Service Commission requires a waiting period of six months after soft contact lenses have been dispensed or after corrective surgery has been done, to ensure the success of the procedure and/or stabilization.

Significant loss of color vision [two or more crossings (of 4 or greater)] on the Farnsworth D-15 panel test is unacceptable for law enforcement occupations. X-chrom or colored contact lenses do not compensate for color vision deficiency and are unacceptable for law enforcement occupations requiring adequate color vision.

It is highly recommended that applicants take an active approach to correct vision problems to meet the standards for employment. Failure to do so could impact your selection for an academy if you qualify based on your current score. If you have concerns, discuss the **Functions of a Police Officer** and the **Physical Characteristics (Near Vision, Far Vision, and Color Vision)** with your doctor to ensure that you understand any visual limitations and potential risk involved.

Vision correction that is currently available in new procedures requires various evaluation periods to measure the success of the procedure.

Applicants who have had or are considering elective eye surgery should contact the Civil Service Commission immediately to obtain the necessary forms that must be completed by your eye doctor.

HEARING STANDARDS

All hearing impaired individuals applying for law enforcement positions with critical hearing demands will be carefully evaluated on an individual basis. If you have any concerns, discuss the **Functions of a Police Officer** and the **Physical Characteristics (Hearing Ability)** with your doctor to ensure you understand any hearing limitations and potential risk involved.

Applicants must meet pure tone thresholds in the unaided worst ear not worse than 25dB loss in three of the four frequencies (500 HZ, 1000Hz, 2000Hz and 3000Hz) or no greater than 30 dB at any one of the first three frequencies with an average loss of less than 30 dB for all four frequencies.

DENVER CIVIL SERVICE COMMISSION

STUDY GUIDE FOR THE

POLICE OFFICER PHYSICAL ABILITY TEST

(Revised 1/19/2008)

INTRODUCTION

This study guide is designed to describe the physical tasks you will be required to perform for the Denver Police Officer Physical Ability Test. You will increase your chances of a passing score if you spend a fair amount of time preparing for the test. This includes thoroughly reviewing this study guide, following the specific directions given regarding attire; paying proper attention to your physical well-being before the test and taking care to avoid becoming overly anxious about the test.

OVERVIEW OF THE TESTING PROCESS

A job analysis of Police Officers in the Denver Police Department revealed that they perform certain essential or important physical functions, which are vital to their job duties. Many essential functions identified from this job analysis were included in the physical ability examination. Subject-matter-experts comprised of law enforcement personnel from the Denver Police Department also confirmed that the functions included in the physical ability test were job-related and essential for successful performance as a Denver Police Officer.

In Denver, Police Officers must be able to run (speed and distance), climb through windows, crawl in confined spaces, climb over obstacles (i.e., fences), lift, carry, walk, sit or stand for long periods of time and arrest resisting individuals. The Denver Police Officer Physical Ability Test measures job related physical skills such as these which are necessary for successful performance as a Police Officer. Only those skills, which do not require training to become proficient, are assessed.

The test is equally valid for assessing the physical skills of applicants with police experience and those without. For example, one portion of the test requires the applicant to climb a chain link fence. It is not necessary to have prior experience as a Police Officer to possess the physical ability to climb a fence.

TEST PREPARATION

The following suggestions should help you prepare yourself physically for the test:

1. Avoid junk food and concentrate on a well balanced diet for several days before the test.
2. Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
3. Get a good night's sleep before the test.
4. Do not drink a lot of liquids or eat a big meal before the test.
5. Avoid alcohol several days prior to and especially on the day of the test.

On the day of testing, all applicants are required to wear long pants with belt loops and a belt. Please note: You will not be allowed to participate in the examination if you are not wearing long pants with belt loops and a belt. (A police utility belt needs to be attached to your belt during testing.) Sweat pants are not allowed. Shorts are not allowed for safety reasons. Sport shoes are highly recommended.

DESCRIPTION OF THE TEST

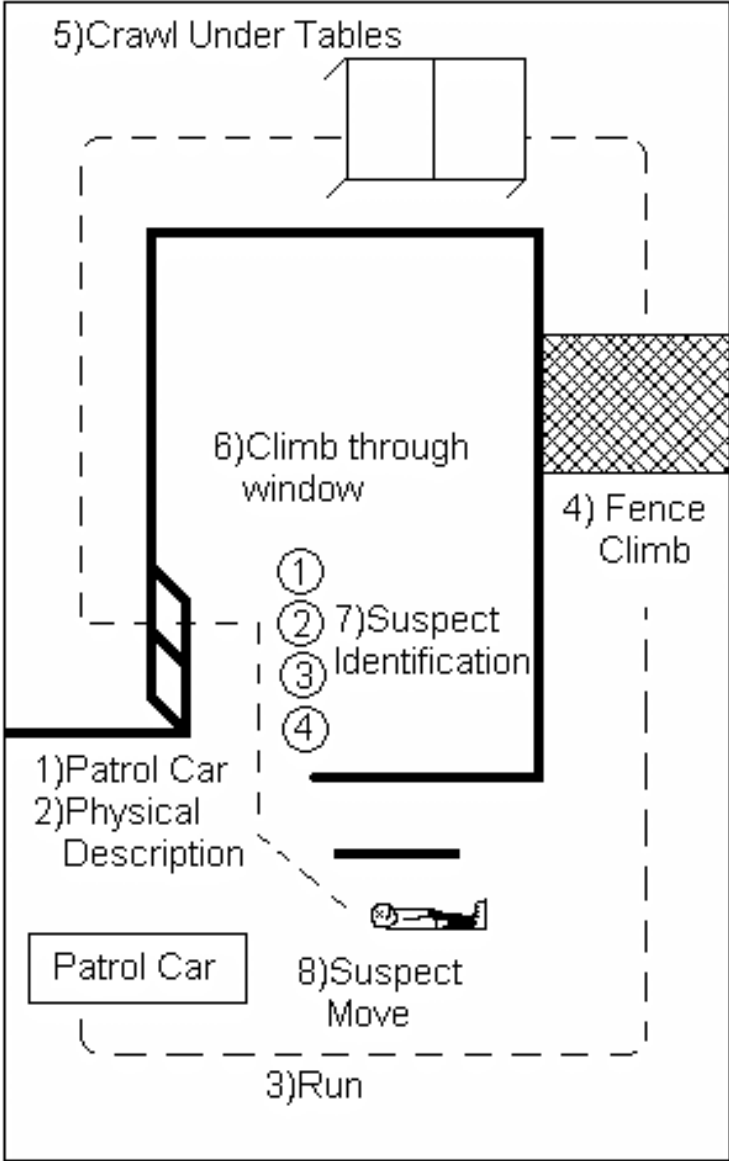
The test will require an applicant to complete several specified physical tasks in a given sequence within an allotted time frame. An orientation is conducted prior to testing. To simulate a Police Officer on duty, applicants will be required to wear a utility belt containing hand cuffs, a can of chemical agent, a gun in a holster (the gun will be real but inoperable) and two magazine pouches containing two magazines. All of this **equipment will be provided** to you by the Denver Police Department at the time of testing.

TEST COMPONENTS

All applicants will be given an orientation and walk through. No one will be allowed to take the test unless they fully understand what is expected of them.

1. To begin the test, the applicant will sit in the driver seat of a patrol car with the doors closed and await further instructions.
2. A test monitor will give the applicant verbal instructions to pursue a fleeing felony suspect (fictitious) by providing a brief description of what the suspect is wearing (for example, a baseball hat and a red T-shirt). Finally, the test monitor will tell the applicant to "Begin." The applicant must then complete the following physical tasks:
3. The applicant must get out of the car and run a distance of about one hundred thirty (130) yards. Timing begins when the applicant opens the car door.
4. Approximately mid-way through the course, the applicant will encounter and climb over an approximately 6-foot chain link fence.
5. On the other side of the fence, the applicant will crawl under two standard-size office tables
6. After crawling under the tables, the applicant must run to, and climb through, an approximately thirty (30)-inch by thirty (30)-inch opening with the bottom of the opening located approximately fifty (50) inches from the ground.
7. After climbing through the opening, the applicant must identify the correct "suspect" from among four (4) mannequins, each numbered and dressed differently. The applicant must shout out the number attached to the correct mannequin.
8. The applicant will then drag a dummy weighing approximately one hundred fifty (150) pounds to a designated line five (5) feet away. Timing of the events stops when the entire dummy passes over the line.

An applicant who is able to complete the entire series of events successfully, in proper sequence, **within sixty-three (63) seconds**, passes the test. Below is a sample map illustrating the entire test sequence.



DENVER POLICE ACADEMY - LATERAL RECRUIT TRAINING PROGRAM

The Denver Police Academy functions as a combined Lateral-Entry and Entry-Level recruit program. All new hires begin at Entry-Level Police Officer recruit pay and grade. At the discretion of the Academy, Lateral-Entry recruits may graduate on average after **10-12 weeks** of Academy training depending upon past experience and training. At the discretion of the Academy, Lateral-Entry recruits who do not graduate at 10-12 weeks are required to complete up to 27 weeks of Academy training. Lateral pay is granted upon successful completion of the Academy. Academy training is a stress-based program and recruit officers adhere to Academy rules and discipline at all times. The lateral recruit training curriculum includes a wide range of topics, including but not limited to:

- * Patrol Procedures, Tactics and Building Searches
- * Colorado State Statutes and Denver Municipal Code
- * Report Writing and DPD Forms and Reports
- * Traffic Accident Scene Investigations
- * Use of Force Considerations
- * Traffic Stops
- * First Aid & CPR
- * Firearms (handgun and police shotgun)
- * Physical Abilities Testing (obstacle course)
- * Arrest Control and Self Defense Techniques
- * Defensive Emergency Vehicle Operation
- * Physical Fitness
- * Ethics

Schedule: Recruit officers generally work an 8 hour day, with ½ hour for lunch, 0730 hours to 1600 hours, five days a week. However, there are a number of night training sessions, as well as many sessions that may run longer than the normal training day. There are also several Saturday training sessions throughout the Academy program. Recruits are subject to emergency call-outs (as are all D.P.D. personnel) to assist with special situations at the direction of the Chief of Police.

Exams & Inspections: Throughout the Academy program, written exams covering course material are administered. There are approximately 20 written tests that lateral recruits must successfully pass and a number of physical tests related to various skills taught at the academy. Uniform and equipment inspections are conducted on a regular basis, some of which are unannounced.

Fitness: Physical fitness is an important part of recruit training and a career in law enforcement. Rigorous fitness training consists of running, aerobics, weight lifting and nutrition. The Academy's fitness program is based on the 'CrossFit' Program. (See www.crossfit.com) Recruits are expected to vigorously participate in all aspects of their training, and must successfully pass the Physical Abilities test in order to graduate.

Equipment: Recruit officers are responsible for purchasing a variety of non-issued equipment items including a firearm, holster, ammunition holder, flashlight, etc. The cost of required equipment can easily exceed \$1000.00. Within approximately one month of employment recruits receive a uniform and equipment allowance in the amount of \$700.00, and a \$750.00 voucher toward the purchase of soft body armor. Within approx. the first week of training all recruits attend firearms orientation. This provides direction and information related to authorized weapons and general firearms training.

Secondary Employment: All recruit officers are restricted from working off-duty (police work) in accordance with Denver Police Department Policy OMS 114.01 (3).

“No officer will be permitted to perform Secondary Employment Police Work prior to completing the probationary period. Lateral entry personnel may perform Secondary Employment Police Work after completing one full year with the Denver Police Department.”

“No officer with less than two (2) years of service with the Denver Police Department will be permitted to perform Secondary Employment in any establishment whose primary business is the sale of liquor or any alcoholic beverage for on-premises consumption, unless specific written approval is obtained from the Chief of Police.”

Rev. 10-10-08

Job Description – Police Officer

(February 2009—Prepared by Fire & Police Selection, Inc. – Rev. 11-24-09)

Department: Civil Service Commission – City and County of Denver, CO
Position Title: Entry-Level Police Officer
Subclasses Included: Recruit, Police Officer 4 (PO4), Police Officer 3 (PO3),
Police Officer 2 (PO2), and Police Officer 1 (PO1)
Reports to: Sergeant

I. Nature of the Work

General responsibilities include working to protect lives and property by enforcing laws and ordinances and the provision of miscellaneous police services to the community. A detailed listing of essential functions, knowledge, skills, abilities, and other characteristics is provided in Appendix A.

II. Examples of Essential Duties

Analyzes the location of a reported alarm or in-progress criminal activity to determine the most expeditious tactical approach, cut-off locations, surveillance locations, and escape routes. Speaks with crime scene personnel and involved parties (suspects, victims, and witnesses) to identify all known facts (includes formal interviews, interrogations, and documentation). Analyzes crime scene to determine assignments of available personnel (e.g., secure the scene, obtain statements, gather evidence), ensuring efficient and effective use and/or coordination of such personnel. Observes in-progress criminal activity to note party and vehicle descriptions, sequence of events, and the elements constituting the crime to determine assistance needed and takes appropriate action. Verbally provides accurate, timely, and complete information to police and communications personnel to describe in-progress criminal activity, pertinent descriptions, direction and means of flight, weapons involved, and property or contraband in possession, and takes appropriate action. Secures crime scene to preserve the area from contamination and to limit entry to authorized persons only. Conducts crime scene search to determine type of crime, presence of suspects, evidence, or other pertinent data.

Speaks to communications personnel via police radio, or utilizes MDT (mobile data terminal), to describe subject detained and to request records or warrant data available on subject. Interviews suspect(s) and advises of rights (when applicable) related to search, seizure, and arrest. Uses hands or tools to gather physical evidence at crime/traffic scene. Marks and packages evidence to enable identification in court and to ensure the proper chain of evidence.

Completes police report to describe in a clear, accurate, and concise manner all primary and relevant case activity and developments. Reviews original and subsequent police reports to determine what additional information is required from participants or witnesses to a police incident. Gathers any additional case information needed. Writes notes to record suspect locations, field conditions, and witness observations. Investigates crimes against persons and property, complaints of drug law violations and suspicious persons or vehicles.

Inspects recovered property and identifies ownership, status of property (e.g., lost or stolen), or a means for positive identification. Tags and writes description of recovered property for positive identification prior to delivery of items to property control. Speaks with public requesting police intervention in a civil matter to identify the role and limitations of police in civil matters and to advise of possible police action and refer to proper authority. Uses special police equipment such as batons, shotguns, helmets, fatigues, and gas to project an image that will deter criminal or disturbing activity at public gatherings. Speaks with irrational person to

encourage him/her to refrain from unlawful behavior and submit to commitment. Speaks to individuals to discuss and interpret laws and ordinances, role as police officer, and public's rights and responsibilities.

Works within the framework of the Department's Community Policing philosophy while demonstrating an appreciation and respect for the diversity of all people (e.g., race, gender, socio-economic status, religion, sexual orientation, etc.).

Analyzes surveillance assignment and discusses with supervisors and coworkers to determine what method, equipment, and vantage points will be used. Analyzes data obtained from informants to determine validity and applicability to current or possible investigation. Analyzes circumstances of criminal activity and discusses with unit or other agency personnel to determine the most effective approach in performing a valid search and seizure or arrest. Walks, crawls, runs, or climbs to reach vantage point, target, or observation post. Uses physical force or hand tools when necessary to effect entry into structure to search persons and premises for material listed on warrant. Analyzes resistance of suspect to determine the degree and type of force required to safely subdue and apprehend and does so within established laws and department's guidelines. Uses firearms to capture or halt a suspect, or in defense of own or other's life, or to prevent escape. Uses means other than firearms, such as night stick, riot baton, chemical mace, hand-to-hand-fighting, or electronic device to subdue suspect. Operates police vehicle and its equipment to effect a felony traffic stop to halt or block a fleeing suspect, using prescribed techniques of vehicle positioning to provide maximum cover, lighting equipment, and radio notice. Guards, handcuffs, and escorts prisoners or suspects to police vehicles, (patrol car, unmarked vehicles, or police wagon) to prevent escape or any further criminal activity. Identifies and apprehends offenders. Assists in warrants. Pursues suspect(s) in vehicle and on foot. Uses deadly force when necessary.

Takes notes on events occurring in the field and incorporates them into reports. Summarizes, in writing, statements from complainants, witnesses, etc. Records, in writing, formal confessions. Writes brief reports to document an event. Writes descriptive reports consisting of short sentences and/or phrases (e.g., incident reports). Completes paperwork for arrest warrants. Ensures that all required paperwork is completed in a timely manner. Communicates calmly and in a reassuring manner to co-workers, subordinates, superiors, and the public when relaying information during stressful situations. Actively participates in roll-call training, lectures, exercises, and meetings with other officers. Exchanges information with other law enforcement officers. Advises victims, witnesses and offenders on legal procedures. Conducts interviews. Explains complaints to offenders, victims, and witnesses. Talks with people to establish rapport. Comforts emotionally upset persons. Communicates basic information to media. Completes reports to be clear and concise.

III. Physical Requirements

Stamina to run for one-quarter of a mile on the average or up to a maximum of approximately one mile in order to apprehend a suspect. Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic. Arm-hand steadiness while moving arm or holding it in one position in order to accurately aim and fire a firearm, spray chemical deterrent, and operate camera equipment or hand-held radar. Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or hands to operate radio and intoxilizer, to load/unload firearms, to handle minute or delicate evidence, and to write. Physical ability to subdue and arrest a resisting/attacking individual.

During the course of duty, may perform strenuous physical activity for several minutes continuously. Maintains physical fitness necessary to perform demanding physical requirements described above.

IV. Required Knowledge, Skills, Abilities, and Other Characteristics

Knowledge

Has knowledge of human behavior theories, practices, and techniques dealing with such things as: psychopathology of criminal behavior; behavior manifestations of mental illness, trauma, and physical illness; crowd and group behavior control; crisis intervention; typical suspect responses; interpersonal relations; and public relations. Has knowledge of motor vehicle operation under normal and emergency conditions such as: sirens/lights; rules of the road; scanners; pursuit procedures; prisoner transport; defensive tactics; and safety checks.

Skills

Various skills are required of police officers including, but not limited to, interpersonal skills, teamwork skills, spatial skills, verbal communication skills, reading comprehension, decision-making skills, general problem solving skills, writing skills, and time management skills.

Abilities and Other Characteristics

The ability to adhere to ethics of law enforcement as stated in the “Law Enforcement Code of Ethics.” Is also able to evaluate and analyze in order to apply knowledge and to decide on the most appropriate course of action to take. The ability to assimilate, interpret, remember, recall, relate, and act upon facts and details heard and observed, and follow oral instructions. Demeanor and interpersonal behaviors to deal effectively with a wide variety of people, both adversaries and advocates. Other required abilities include the ability to maintain: efficient working relationships with coworkers, supervisors, and other department members; integrity; honesty; respectfulness; self-control; flexibility; and confidentiality.

V. Working Environment and Conditions

The work schedule depends upon which of the six district stations an officer is assigned. Some stations have eight-hour shifts and others have ten-hour shifts. Police Officers are assigned to each of the three daily shifts depending on varying personnel needs. Shift work is generally determined by seniority. Weekend, evening, and holiday work is required. Police Officers are required to comply with Department grooming standards and wear a uniform and PPE (personal protective equipment) furnished by the Department including but not limited to: gas mask, SCBA (self-contained breathing apparatus), full protective suit, and helmet to provide protection against chemical, biological, and nuclear hazards. Police Officers may work alone or with a partner and may be required to work with minimal supervision. The job often requires working under adverse or hazardous conditions.

VI. Minimum Qualifications

The minimum qualifications for appointment as a Denver Police Officer shall be as provided by the Denver City Charter and by Civil Service Commission Rule. The established minimum qualifications include, but are not limited to, the following: Citizenship (U.S. Citizen); Age (minimum age of 21); Education (possession of High School Diploma or GED Certificate); Driver’s License; Good Moral Character and Background; Possession of the Physical, Mental and Psychological Qualifications necessary to Perform the Essential Job Functions (with or without reasonable accommodation); and No Legal Impediments to Certification as a peace officer by the Colorado Peace Officer Standards and Training Board.

Police Officer Job Description - Appendix A (Revised 11-24-2009)

List of Essential Functions, Knowledge, Skills, Abilities, Personal Characteristics and Other Characteristics for the Job of Denver Police Officer

FUNCTIONS

Criminal Response and Investigations

- Analyzes the location of a reported alarm or in-progress criminal activity to determine the most expeditious tactical approach, cut-off locations, surveillance locations, and escape routes.
- Speaks with crime scene personnel and involved parties (suspects, victims, witnesses) to identify all known facts (includes formal interviews, interrogations, and documentation).
- Analyzes crime scene to determine assignments of available personnel (e.g., secure the scene, obtain statements, gather evidence), ensuring efficient and effective use and/or coordinating personnel.
- Observes in-progress criminal activity to note party and vehicle descriptions, sequence of events, the elements constituting the crime to determine assistance needed and takes appropriate action.
- Verbally provides accurate, timely, and complete information to police and communications personnel to describe in-progress criminal activity, pertinent descriptions, direction and means of flight, weapons involved, and property or contraband in possession and takes appropriate action.
- Secures crime scene to preserve the area from contamination and to limit entry to authorized persons only. Conducts crime scene search to determine type of crime, presence of suspects, evidence, or other pertinent data.
- Speaks to crime scene specialists to describe the incident and/or assist in gathering of evidence to ensure a comprehensive crime scene search, proper evidence gathering, handling and processing, and the development of evidence in a manner that will accurately set forth the facts as determined by statutory law and court decisions.
- Requests investigative assistance (e.g., fingerprints, ballistics, evidence gathering, laboratory analysis, special examination of victim or suspects) when needed.
- Determines subject's identity, purpose for being in the area, destination, and other questions related to reported criminal or suspicious activity in the area in accordance with established laws.
- Determines detained subject's condition (e.g., injured, drunk, drugged, sober) by analyzing physical aspects (e.g., pupils, steadiness, balance, speech) of the individual.
- Speaks to communications personnel via police radio, or utilizes MDT, to describe subject detained and to request records or warrant data available on subject.
- Interviews suspect and advise of rights (when applicable) related to search, seizure, and arrest.
- Requests subject's compliance to a search or emptying of pockets, purse, wallet, or removal of clothing. Uses hands to feel clothing and body of suspect to search for weapons, contraband, and/or fruits of a crime.
- Observes wounds or signs of force to either persons or property to determine facts such as weapon or device used, criminal classifications, and criminal intent.
- Uses hands or tools to gather physical evidence at crime/traffic scene. Marks and packages evidence to enable identification in court and to ensure the proper chain of evidence.
- Completes police report to describe in a clear, accurate, and concise manner, all primary and relevant case activity and developments. May include diagrams or sketches.
- Reviews original and subsequent police reports to determine what additional information is required from participants or witnesses to a police incident. Gathers any additional case information needed.
- Confers with supervisors, other agency personnel, or experts to discuss and plan further investigative procedures and resource needs.
- Analyzes character, police records, and responses of a subject and/or discusses with supervisors and co-workers to determine an approach for obtaining desired information from subject.
- Analyzes physical evidence from crime/traffic scene to determine further investigative activity or if any special or specific processing is required. Requests special processing when necessary.
- Procures and inspects papers of identification and ownership (e.g., driver's license or vehicle registration) to determine validity of identity and document. Observes for alterations, counterfeit, and

other information pertinent to the situation.

- Performs balance and coordination test to demonstrate to a suspected inebriate the manner in which the test should be performed.
- Searches for missing people.
- Observes the performance of a balance and coordination test by a suspected inebriate to judge individual's condition.
- Determines probable cause and conducts search of vehicles for weapon(s), contraband, or fruits of a crime and inventories vehicle.
- Examines vehicle similar to one described leaving the scene of a crime to determine if it is occupied, if it has been driven, and to examine the registration and contents.
- Examines buildings, other structures, vehicles, or open areas to search for packages, containers, or devices suspected of being bombs. Requests proper assistance when necessary.
- Climbs trees, fences, ladders, or sides of structures to gain a vantage point for investigation, observation, exchange of gunfire, or apprehension.
- Speaks to witness to advise on field identification procedures and transports to field location to observe suspect.
- Writes notes to record suspect locations, field conditions, and witness observations.
- Investigates crimes against persons and property.
- Investigates complaints of drug law violations.
- Investigates suspicious persons or vehicles.
- Reviews information on criminal activity in area.
- Locates witnesses to crimes.
- Reviews records and pictures to aid in investigation process.
- Checks the status of stolen property through use of a computer network.

Traffic Enforcement

- Operates police vehicle to patrol for parked vehicles, moving vehicles, or pedestrians in violation of laws.
- Uses hands and various equipment such as flares, barricades, and flashers to control, direct, and reroute the flow of vehicular and pedestrian traffic.
- Speaks with vehicle drivers and/or passengers to establish identification and to advise of observed violations and their responsibilities with respect to the operation of motor vehicles. Explains procedure for handling traffic citations.
- Issues traffic warnings for minor infractions.
- Copies driver's license, registration, vehicle identification, and stated and observed data onto a form to issue a traffic citation for an observed traffic violation or for a violation determined from a police traffic investigation.
- Examines parked vehicle to note evidence of theft and indicators of vehicle ownership (license number, vehicle identification number, registration papers).
- Speaks to communications or records personnel via radio, telephone, MDT, or in-person to request vehicle registration, records check, or other pertinent information.
- Speaks to communications personnel to request tow of unlawfully parked vehicle.
- Completes tow sheet, prior to tow, recording vehicle contents, equipment, condition, and circumstances requiring the tow.
- Inspects traffic incident scene to note evidence indicating the sequence of events.
- Measures skid marks and other distances relevant to a traffic incident investigation.
- Uses radar equipment to ensure compliance with speed limit.
- Speaks to parties involved in traffic incident, including witnesses, to gather and document statements describing the events leading to the incident.
- Draws diagram(s) depicting the traffic accident scene to record vehicle location, debris, and physical evidence locations (e.g., skid marks).
- Analyzes physical evidence, statements, and other facts to reach formal police recommendations regarding a traffic incident and writes traffic accident report.

- Administer field sobriety test to drivers suspected of being under the influence of alcohol or drugs.
- Drives patrol vehicle in pursuits.
- Drives patrol vehicle in emergency responses.
- Evaluates the need for and requests backup assistance in potentially hazardous or emergency situations.
- Responds as primary unit on service calls involving traffic duties.
- Responds as backup unit on service calls.
- Drives vehicle while using computer and/or communication equipment.
- Enforces traffic and parking laws and ordinances.
- Investigates traffic accidents and aids with the injured.
- Escorts emergency vehicles when necessary.
- Follows suspicious vehicles.
- Collects physical evidence from accident scenes.
- Requests emergency assistance for accidents when necessary.
- Arranges for obtaining test samples for sobriety tests.
- Issues parking or traffic citations.
- Plans traffic patrol tactics.
- Pushes a stalled motor vehicle when necessary, manually or with other equipment.
- Assists stranded motorists.
- Escorts dignitaries.

Patrol/Crime Prevention

- Analyzes reported or known criminal activity to determine patrol procedure.
- Patrols assigned area by foot or vehicle to note the existence of special or unusual activity, deter crime, project threat of apprehension, and note conditions which may invite the violation of laws or endanger public safety.
- Speaks with supervisor or other involved parties to discuss and plan area work activities, nature of service complaints, trouble areas, time frames and other information related to deployment, existing resources, personnel, and possible means to effect corrective measures.
- Maintains awareness of physical layout and security devices of business and commercial facilities within assigned area to develop a thorough knowledge of these facilities and to test or secure the structures.
- Speaks to area's business persons, employees, and/or residents to advise of poorly protected areas and of unsafe practices that may facilitate crime. Determines possible corrective measures.
- Uses flashlight or vehicle spotlight to illuminate areas of possible criminal activity, to discover hiding suspects, to reduce the night vision of suspects, and to read darkened numbers and names on signs, structures, vehicles, identification papers, or property.
- Identifies signs of presence, tampering, or breaking and entering of vehicles or structures to determine the time factor, the possible presence of the suspect(s), and the possible number involved.
- Speaks with owner(s), employees, and/or subject(s) in or about an establishment or structure, where potential criminal activity or disturbance is suspected, to warn them of such potential and of police action that would follow.
- Inspects suspicious vehicle to search for evidence of its having been stolen, used or possibly used in a crime, containing contraband, or for possible suspects.
- Observes and analyzes characteristics, actions, and locations of persons and vehicles to be aware of any suspect activity and note those persons and vehicles which are new to the area.
- Speaks over police radio to communications personnel, or uses MDT, to request registration check of suspicious vehicle, providing license or vehicle identification number data, or warrant checks of suspicious person, providing suspect's name, date of birth, physical characteristics, and last known address.
- Speaks to suspicious person(s), in accordance with established laws, to question their purpose for being in a specific area under suspicious circumstances.
- Analyzes conditions at scene of public safety hazard (criminal or non-criminal) and determines

immediate or possible future action that might be required of the department.

- Reviews laws, ordinances, and departmental policies to determine action available to, or demanded of, the department.
- Discusses public safety hazard complaint (criminal or non-criminal) and action to be taken by the department with staff, supervisor, and experts in the field and refers non-police matters to appropriate City agencies.
- Speaks to parties responsible for existing public safety hazard (criminal or non-criminal) to direct the corrective action demanded by law or ordinance and ensures that action has been completed and is in compliance.
- Uses police car, flashlight, barricades, rope, flares, cones, or other materials to block or direct passage through and around hazard or emergency scene.
- Operates police vehicle and its equipment (in both emergency and non-emergency conditions) to effect a traffic stop in these circumstances: observance of a traffic violation; observance of a vehicle described to be involved in an incident under investigation; observance of a vehicle being investigated by police or a law enforcement agency; or observance of a license number against which a warrant has been issued. Uses the appropriate prescribed techniques of vehicle positioning, patrol unit lighting, and radio notice.
- Searches persons, vehicles and places.
- Checks conditions/status of assigned patrol equipment.
- Checks schools, playgrounds, parks, and recreation centers.
- Warns offenders in lieu of arrest or citation.
- Advises vehicle owners to remove abandoned vehicles.
- Transports prisoners.
- Assists elderly or disabled persons.
- Safely evacuates persons from dangerous areas.
- Escorts vehicles or persons.
- Transports injured, disabled persons, or others in need.

Community/Public Service

- Inspects recovered property and identifies ownership, status of property (e.g., lost or stolen), or a means for positive identification.
- Tags and writes description of recovered property for positive identification prior to delivery of items to property control.
- Informs owner via telephone, in-person, or by mail that property is in storage at the police department.
- Transports recovered property to departmental property control or to proper owner.
- Observes actions of persons gathered at public meetings and assemblies or involved in civil disputes to detect any action or potential for action that might facilitate criminal activity or disturbance and to determine what preventive measure is necessary.
- Speaks with public requesting police intervention in a civil matter to identify the role and limitations of police in civil matters and to advise of possible police action and refer to proper authority.
- Discusses causes, points of compromise and agreement, and possible acceptable solutions, possibly including additional police or other professional assistance, to persons involved in conflict situations.
- Reads maps to locate streets, businesses, parks, schools, or highways for self or in providing assistance to others.
- Requests persons to comply with police directive to prevent or quell criminal or disturbance activity at public gathering (includes parties in private homes) and to disperse hazardous, potentially hazardous, or unlawful assemblies.
- Uses special police equipment such as batons, shotguns, helmets, fatigues, and gas to project an image that will deter criminal or disturbing activity at public gatherings.
- Advises public of directives restricting civil action or passage, and requests public compliance.
- Analyzes behavior of person and determines his/her rationality, the need for referred or immediate professional assistance, and what action might be required to prevent or manage the behavior.
- Speaks with irrational person to encourage him/her to refrain from unlawful behavior and submit to

commitment.

- When necessary, speaks in foreign language or obtains an interpreter to gather or exchange pertinent information.
- Observes from vehicle, boat, or aircraft to search for a missing person during a search and rescue operation (e.g., mentally disabled, senile, child walk-away, injured, trapped, or otherwise incapacitated person).
- Lifts and carries sick, injured, invalid or otherwise incapacitated individual to a place of support (e.g., bed, wheelchair) or safety.
- Pulls, carries, or uses other physical means or hand-held equipment to remove a victim from entrapment within a burning or collapsed structure, from a body of water, cave-in, fallen debris, wreckage, or from other disaster area.
- Speaks to individuals to discuss and interpret laws and ordinances, role as police officer, and public's rights and responsibilities.
- Speaks to small child, mentally disabled, or senile person observed or reported to be possibly lost to ascertain identity and residence.
- Speaks to person reported to be ill, disabled, or whose safety is otherwise questioned to gather information related to their well-being and to determine if the person is capable of self care or requires assistance or hospitalization. Requests professional services if needed.
- Acts as a department liaison with City and County officials, community groups, or other police agencies.
- Works within the framework of the Department's Community Policing philosophy while demonstrating an appreciation and respect for the diversity of all people (e.g., race, gender, socio-economic status, religion, sexual orientation, etc.).

Law Enforcement/Arrest/Apprehension

- Analyzes surveillance assignment and discusses with supervisors and coworkers to determine what method, equipment, and vantage points will be used.
- Analyzes the activity and conversation of one or more persons to determine if the elements of a crime or several crimes have been committed.
- Observes the activities or criminal actions of one or more persons to identify participants and their activities; records the sequence of these events.
- Uses various equipment such as binoculars, recorders, voice monitors, police radios, or unmarked vehicles to observe, record, and report the activity of one or more persons.
- Speaks to business owners, residents, and/or employees within assigned area to attain a personal relationship for the purposes of obtaining police information.
- Speaks with criminals, suspects, and their associates for the purpose of developing information sources.
- Analyzes the character and record of a potential informant to determine usefulness as an information source.
- Speaks with supervisors and co-workers to discuss various approaches that might be successful in obtaining desired information from a subject.
- Analyzes data obtained from informants to determine validity and applicability to current or possible investigation.
- Analyzes circumstances of criminal activity and discusses with unit or other agency personnel to determine the most effective approach in performing a valid search and seizure or arrest.
- Walks, crawls, runs, or climbs to reach vantage point, target, or observation post. Uses physical force or hand tools when necessary to effect entry into structure to search persons and premises for material listed on warrant.
- Speaks to juvenile and/or parent or guardian to advise that the youth is being taken into protective custody as a result of improper or non-effective parental control, being destitute, living in an unfit house, or being mentally or physically disordered and a danger to the public. Refers parent and/or juvenile to local counseling/social service agencies or city juvenile diversion program when necessary. Discusses alternatives to arrest.
- Speaks to parties such as youths and solicitors to advise of existence of minor laws or ordinances and

encourage their cooperative compliance as opposed to formal enforcement.

- Issues citation to party for minor law or ordinance violation and writes report for record purposes, documenting the facts.
- Speaks to parties to advise what lawful recourse they have related to persons violating minor laws, ordinances, or regarding general disputes.
- Analyzes emergency police call to determine and direct the number of personnel needed to respond, approaches to be taken, escape routes to be covered, precautions to be taken, other agencies to be alerted, supervisors or support persons to be notified, and emergency medical equipment and other emergency equipment needed.
- Analyzes known information on fleeing suspect's direction, means of flight, local surrounding geography, armament, and responses to make determinations regarding cut-off points, escape routes, adjoining agencies to be notified, search patterns to initiate, or special weapons needed.
- Speaks to suspect by yelling, bullhorn, loudspeaker, telephone, or other means to command suspect's moves and to persuade surrender without violence.
- Analyzes resistance of suspect to determine the degree and type of force required to safely subdue and apprehend, and does so within established laws and Department's guidelines.
- Analyzes violent incidents to determine the source, force, weaponry, and strategy for action.
- Transmits, receives, and monitors messages over police radio (e.g., car radio, dispatch, etc.).
- Transmits, receives, and monitors messages over radio-car computer terminal.
- Speaks to police communications personnel to report a violent incident, location, assistance needed, resources required, and other relevant information.
- Observes and analyzes incident to determine appropriate use, if any, of firearm. Factors in the analysis include legal and moral considerations as well as practical questions concerning the need for and effectiveness of firearms in a given situation.
- Uses firearms to capture or halt a suspect, or in defense of own or other's life, or to prevent escape.
- Uses means other than firearms (e.g., night stick, riot baton, chemical mace, hand-to-hand-fighting, or electronic device) to subdue suspect.
- Operates police vehicle and its equipment to effect a felony traffic stop to halt or block a fleeing suspect, using prescribed techniques of vehicle positioning to provide maximum cover, lighting equipment, and radio notice.
- Guards, handcuffs, and escorts prisoners or suspects to police vehicles (patrol car, unmarked vehicles, or police wagon) to prevent escape or any further criminal activity.
- Searches suspect's clothing and person for weapons and contraband, and seizes any contraband found.
- Advises suspect of his/her arrest and subsequent rights under the law.
- Speaks to persons related to, acquainted with, or with legitimate interest in suspect to inform them of suspect's situation (e.g., in custody, under investigation, or being sought).
- Identifies and apprehends offenders.
- Assists in warrants.
- Pursues suspect(s) in vehicle.
- Pursues suspect(s) on foot.
- Conducts field identifications.
- Uses deadly force when necessary.
- Utilizes less lethal options when appropriate.
- Provides medical aid to persons in custody when appropriate.
- Uses tactics necessary for situation to come to a successful conclusion.

Case Presentation and Testimony

- Speaks to Deputy District Attorney and other case investigators to discuss the facts and investigation of the case prior to trial.
- Reviews police report(s), case notes, photographs, and other case-related data to familiarize self with the case as reported prior to trial. (Includes Traffic Court.)
- Speaks to Deputy District Attorney, defense attorney, judge, and/or jury to testify to the facts of the case in a clear, concise, and accurate manner in response to direct questioning. (Includes Traffic

Court.)

- Analyzes questions directed by the Deputy District Attorney or defense attorney and the directions of the presiding judge to ensure complete understanding and to determine the proper response.
- Uses diagrams, displays, and audio visual equipment to illustrate courtroom testimony regarding crime, traffic, or fire scene.
- In testimony before the court, analyzes physical evidence or individuals to identify their relationship to the case. (Includes Traffic Court.)
- Analyzes testimony given by the prosecution or defense to determine its accuracy or completeness and relates this information to the District Attorney.
- Testifies to, and may present, physical evidence in legal proceedings.
- Confers with prosecutors or city attorney.
- Reads and reviews reports and notes for court testimony.

Field Training Officer

- Speaks with recruit trainee officer to explain the procedures of the job, the ramifications of police action within certain circumstances, the proper safety precautions, and to orient to assignment.
- Demonstrates as many police tasks and techniques as possible to illustrate the proper procedure and technique to the recruit/trainee officer.
- Reviews available documents in order to explain to recruit/trainee departmental policy, procedure, directives, judicial procedures, and statute law and their application to specific incidents in question.
- Observes recruit/trainee's behavior related to task performance; determines need for improved or corrected task performance.
- Speaks to recruit/trainee to advise on behavior required for effective job task performance.
- Analyzes area characteristics (e.g., ethnic, demographic, social and economic aspects) to determine special mechanical and behavioral capabilities required for proper task performance by recruit/trainee.
- Reviews all products (e.g., tests or reports) of recruit/trainee efforts to determine quality, progress, and need for additional training, and to identify weaknesses and areas of competency. Records in log a recruit/trainee's accomplishments in specific tasks or activities.
- Analyzes work activities to determine general training needed to enhance recruit/trainee's skills.
- Writes evaluation of recruit/trainee to inform supervisors of need for remedial training and areas of competence.
- Counsels recruit/trainee to discuss need for remedial training, areas of competence, and to recommend areas for improvement.
- Analyzes individual or unit training needs and speaks with resource personnel to discuss program development considerations.
- Speaks with supervisor and/or resource personnel to request remedial or special training for individual or unit personnel.
- Trains other personnel and new officers.
- Assists in developing and administering training programs.

Field Training Program Participant

- Receives study assignments.
- Reads material as assigned.
- Takes job knowledge tests (e.g., true-false, matching, multiple choice), performance tests, and manipulative tests to demonstrate ability to read, retain, and recall information, as well as to perform job tasks.
- Satisfactorily meets and applies department's performance objectives, rules and regulations, and standards of the field training program.

Written and Verbal Communication

- Takes notes on events occurring in the field and incorporates them into reports.
- Summarizes, in writing, statements from complainants, witnesses, etc.
- Records, in writing, formal confessions.

- Enters information on report forms consisting primarily of check-off boxes or fill-in the blanks.
- Writes brief reports to document an event.
- Writes descriptive reports consisting of short sentences and/or phrases (e.g., incident reports).
- Writes in-depth narrative reports containing complete sentences and paragraphs.
- Writes memos, letters, and reports to be complete and understandable.
- Completes all necessary departmental forms.
- Records number/letter series (e.g., license plate number, driver's license numbers, telephone number, registration numbers, etc.).
- Completes paperwork for arrest warrants.
- Maintains accurate records (e.g., maintenance records, inventory logs, activity logs, patrol logs, daily reports, etc.)
- Ensures that all required paperwork is completed in a timely manner.
- Provides accurate verbal descriptions of citations and violations.
- Attends neighborhood meetings and gives talks on safety, crime prevention, and other public safety matters.
- Communicates calmly and in a reassuring manner to co-workers, subordinates, superiors, and the public when relaying information during stressful situations.
- Actively participates in roll-call training, lectures, exercises, and meetings with other officers.
- Exchanges information with other law enforcement officers.
- Makes presentations to groups.
- Advises victims, witnesses and offenders on legal procedures.
- Conducts interviews.
- Explains complaints to offenders, victims, and witnesses.
- Mediates family disputes.
- Talks with people to establish rapport.
- Comforts emotionally upset persons.
- Refers persons to agencies providing social services.
- Communicates basic information to media.
- Writes speeches or other public relations materials.
- Prepares and delivers speeches.
- Contacts first line supervisors regarding problems.
- Contacts command level supervisors regarding problems.
- Conducts parent/juvenile conferences.
- Completes reports to be clear and concise.

Administrative

- Reports to work on time and when scheduled.
- Places children in protective custody when necessary.
- Investigates accidents involving departmental vehicles.
- Conducts or supervises searches of property.
- Directs crowd control procedures.
- Directs police activities at incident scenes.
- Informs other units of major incidents.
- Assists with or executes search warrants.
- Organizes surveillance of individuals and locations.
- Deals with barricade hostage situations.
- Executes arrest warrants.
- Approves release of impounded vehicles.
- Directs assisting officers or public service personnel.
- Requests assistance from other agencies.
- Directs personnel to secure information, make arrests, etc.
- Makes judgments regarding arrest/release of suspects/offenders.

- Determines whether incidents are criminal or civil matters.
- Assists in investigating use of firearm incidents.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs)

- Knowledge of human behavior theories, practices, and techniques.
- Knowledge of motor vehicle operation under normal and emergency conditions.
- Ability to plan and organize.
- Ability to evaluate and analyze in order to apply knowledge and to decide on the most appropriate course of action.
- Decision-making ability to make numerous immediate, sound decisions on a routine basis and under extreme stress, often without assistance of another. Includes ability to properly interpret and act on verbal orders and written policies with little or no supervision.
- Ability to assimilate, interpret, remember, recall, relate, and act upon facts and details heard and observed and follow oral instructions.
- Ability to read, assimilate, interpret, remember, recall, relate, and act upon written information and follow written instructions.
- Ability to verbally communicate in English with a variety of people of various educational and socio-cultural backgrounds.
- Ability to identify, adopt, and exhibit appropriate demeanor and behaviors (interpersonal abilities) in order to deal most effectively with a wide variety of people, both adversaries and advocates.
- Ability to write clearly, accurately, concisely, legibly, and with correct English grammatical construction, spelling, and punctuation.
- Ability to add, subtract, multiply, and divide whole numbers, dollars, and cents; compute fractions and decimals.
- Ability to perform job as a team member, establish and maintain efficient working relationship with coworkers, supervisors, and other Department members.
- Willingness to work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on call, and emergency call out.
- Willingness to work at any location in the city and work specified assignments, as required.
- Must meet and maintain Colorado POST Standards for Certification as a Peace Officer.
- Willingness to use physical force and/or take the life of another if justified in terms of existing laws, polices, and procedures.
- Ability to enforce laws regardless of personal ethics or feelings.
- Willingness to comply with Department grooming standards and wear a uniform furnished by the Department, as required.
- Willingness to possess a valid, unencumbered driver's license.
- Ability to carry a loaded firearm on duty.
- Willingness to attend meetings or classes regardless of location or time.
- Ability to work under stressful and/or adverse or potentially hazardous conditions such as in-progress criminal activity, exchange of gunfire, unruly crowds and assembles, apprehension of dangerous criminals, and violent incidents.
- Ability to qualify regularly on firing range to Department's standards.
- Willingness to obtain valid First Aid and CPR certificates.
- Ability to effectively deal with a variety of people from various backgrounds and ranks.
- Willingness to demonstrate integrity and truthfulness to self and others even in the face of severe consequences.
- Ability to maintain respect for other employees and the public including deceased victims and family members.
- Willing to work under adverse or hazardous conditions.
- Ability to demonstrate customer service/service orientation.
- Ability to use a computer.
- Ability to counsel, support and be empathetic towards others.
- Ability to maintain control of and self-regulate emotions.

- Ability to follow rules and obey orders without questioning authority.
- Ability to adjust to changes in policies and procedures.
- Ability to act on own and recognize the need to charge and act accordingly.
- Ability to maintain confidentiality in the performance of job duties.
- Ability to physically use electronic police equipment (e.g., police radios, radar units, etc.).
- Ability to drive a car.
- Ability to learn/understand new regulations and enforce them.
- Ability to use reasoning and problem-solving skills.
- Ability to relate/explain information to others.
- Ability to learn new information and procedures.
- Ability to accept supervision.
- Ability to multitask.
- Willingness to demonstrate self-discipline.
- Willingness to be self-motivated and work with minimal supervision.
- Willingness to demonstrate cooperation with colleagues, other employees, and the public.
- Effective teamwork techniques, including skills to accept, understand and follow orders, to work harmoniously with co-workers and to consistently follow-through on routine or specially assigned duties.
- Willingness to encourage the participation of all people and the inclusion of diverse points of view.
- Ability to don and use a gas mask and other PPE.

Physical Characteristics

- Static strength sufficient to:
 - a. lift and carry objects such as property (e.g., televisions, stereos, food and beverage cases); equipment (e.g., duty bag, evidence kit, box of flares, cases of ammunition); vehicle parts (e.g., truck tires, car wheels).
 - b. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) with assistance.
 - c. lift, drag, or carry children and adults (dead, alive but injured, or resistant dead weight) without assistance.
 - d. push/pull/drag objects such as stalled car across an intersection or off a roadway, dead animals (e.g., deer or large dogs) road debris or hazards (e.g., utility poles, tree limbs), move furniture, mattresses, and other household items to conduct searches, maneuver people during arrests or when injured (e.g., pull from a car or onto a gurney) or assist another officer over a wall.
- Explosive strength sufficient to:
 - a. jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and wide as four feet.
 - b. sprint short distances during deployment to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.
 - c. control/restrain combative individuals.
 - d. use the body to force entry into a structure.
 - e. run a distance of over 50 yards.
 - f. run a distance of under 50 yards.
 - g. pull self up and over obstacles.
- Dynamic strength sufficient to:
 - a. climb up or over objects (e.g., steep, uneven grades, hills, and sandy areas, trees, fences, poles, extension ladders, sides of buildings) up to six feet.
 - b. repel down sides of buildings.
 - c. walk for an average of six to seven hours with few breaks to direct traffic, to patrol during parades, football games and dances, to patrol shopping malls, and to conduct search and rescue operations.
 - d. walk up and down flights of stairs.
 - e. crawl in confined areas (e.g., attics).

- f. climb through small openings (e.g., windows).
 - g. pull self through openings.
- Stamina to run for one-quarter of a mile on the average or up to a maximum of approximately one mile in order to apprehend a suspect.
- Balance, coordination, flexibility, and mobility of the body.
- Ability to physically react quickly in situations such as drawing weapon, defensive driving, physical confrontations (e.g., fending a blow or preventing flight), or dodging traffic.
- Arm-hand steadiness, while moving arm or holding it in one position, in order to accurately aim and fire a firearm, spray chemical deterrent, and operate camera equipment or hand-held radar.
- Manual and finger dexterity to quickly make skilled, coordinated movements of the fingers and/or hands to operate radio and intoxilizer, to load/unload firearms, to handle minute or delicate evidence, and to write.
- Near vision sufficient to identify and distinguish among objects (arm's length or closer) such as fingerprints, serial numbers, trace evidence (e.g., lint, fibers, hair) and read fine print on items (e.g., reports, driver's license, containers, legal documents and forms, books, citations).
- Far vision sufficient to identify license plates and vehicle makes at a distance and under various light and weather conditions, and distinguish one person from another, identify objects on a person or held in person's hand, distinguish a weapon from an object other than a weapon, identify and describe clothing, height, weight, and facial characteristics from a distance and under various light and weather conditions.
- Color vision sufficient to identify and distinguish between colors and shades of color to identify narcotics, describe subject (e.g., clothing, hair, eyes, or skin color), recognize and describe hazardous material placards on vehicles, identify evidence tagging.
- Hearing ability sufficient to understand general in-person and telephone conversation, and understand radio transmissions, commands, cries for assistance when obscured by background noise, and discriminate among non-speech sounds (e.g., action of weapons), and to recognize the direction from which a sound is coming (e.g., footsteps, voices, or alarms), and understand whispered conversation.
- Physical tolerance to effectively work under adverse environmental conditions, extended or disrupted work schedules resulting in loss of sleep and meals, the stress of interacting with hostile or dangerous people, of assisting victims of violence or injury, and the changing parameters of legally-mandated job responsibilities and limitations, and repetitive, routine patrol conditions that require riding for extended periods in a car.
- Sense of smell sufficient to detect illegal drugs, alcoholic beverages, ether, fuels (e.g., natural gas, gasoline), fire, and corpses.
- Hand-eye coordination to aim and accurately fire a weapon, use police tools, demonstrate a field sobriety test, or write.
- Sufficient use of voice to speak loudly and clearly enough to be easily understood during in-person or telephone conversation or radio transmissions over a noisy background and to project authority and command presence via volume, tone, clarity, and assertiveness.
- Physical ability to subdue and arrest a resisting/attacking individual.
- Physical ability to effectively handle opposition during an arrest or in an emergency situation.
- Physical ability to effectively handle an armed confrontation with a suspect.
- Ability to recover weapon(s) from a suspect.
- Physical ability to perform an evasive maneuver to recover a weapon from a suspect.
- Ability to sit or stand for long periods of time.
- Ability to clean weapons.
- Ability to maintain firearm qualifications.
- Ability to inspect weapons.

**Denver Civil Service Commission
Webb Municipal Bldg. – 7th Floor
201 W. Colfax Ave, Dept 1208
Denver, CO 80202-5332**

Phone: 720-913-3370

Fax: 720-913-3373

www.denvergov.org/civilservice

<p>See Page 43 for Maps and Directions</p>

Security Screening

- All visitors to the Webb Municipal Building are subject to security screening.

Bus and Light Rail Service

- Access by Bus and Light Rail service is available.
- For information on routes and schedules **contact RTD:**
- RTD's local Denver number: **303-299-6000**.
- Outside the 303 area code call RTD toll free at **1-800-366-7433**.
- Contact RTD on the web at: **<http://www.RTD-Denver.com>** .

Public Parking

- No free parking is available
- On-street metered parking is not an option for those who are testing due to the duration of the test. Applicants are not permitted to leave the testing area once the test begins.
- Parking is available in a variety of public lots/garages in the downtown area. Parking lot fees range from \$5.00 to \$12.00 for long-term parking.



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**Webb Municipal Office Bldg.
 Bordered by:**

W. Colfax Ave. on the South
 Court Pl. on the North
 14th St. on the West
 15th St. on the East

Public Entrances:

On Court Pl., one block West of
 the 16th St. Mall, at 15th St..
 On W. Colfax Ave., at the intersection of 14th St., and



Directions from I-25

Use the Speer Blvd **exit 212-A**
 Go south east toward downtown, 1.5 miles to Colfax Ave.
 Turn left (East) onto Colfax Ave.

Or

Use the Colfax Ave. **exit 210-A**
 Go East on Colfax toward downtown

Directions from Airport

Take Pena Blvd. to I-70 West bound.

At junction with I-25, take I-25 South and then follow directions from I-25. (See above.)

See Page 42 for information on Bus and Light Rail Service, and Public Parking.