



DENVER
THE MILE HIGH CITY

City and County of Denver Civil Service Commission



2009

Police Officer

Examination Informational Booklet

To schedule your testing appointment log onto our website
www.denvergov.org/civilservice

Table of Contents

Minimum Qualifications and Informational Summary.....	2-5
Policy on Drug Use	3-4
Exemption from Disqualification for Behavior Prior to Age 18.....	4
Duties and Work Responsibilities – Job Requirements	5
Salary and Benefits.....	5
Work Schedule	5
Examination and Screening Phases.....	6-11
Application Process.....	7
Written Test.....	8
Video Test	8
Military Service and Veteran Preference Points	12-13
Language Proficiency Special Skill Preference Points	13-15
Change of Address or Phone Number.....	15
Vacations or Absences	15
Questions.....	15
When Can I Test Again?	15
Locating us on the Web.....	16
Vision Standards	16
Hearing Standards	17
Study Guide—Physical Ability Test.....	18-20
Recruit Training Program – Denver Police Academy	21
Tasks of a Police Officer and Knowledge, Skills, Abilities.....	22-25
Civil Service Commission: Address, Phone and Map to Office	26-27

The provisions contained in this informational booklet do not create or constitute any contractual rights between or among the Civil Service Commission, the City and County of Denver and any applicant or employee. The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this informational booklet.

It is the applicant’s responsibility to read the information contained in this booklet. This booklet provides important facts and requirements for employment with the Denver Police Department. For testing assistance log onto www.denvergov.jobs .

MINIMUM QUALIFICATIONS AND INFORMATIONAL SUMMARY

The City and County of Denver is an Equal Opportunity Employer. If an applicant requires reasonable accommodation (per the Americans With Disabilities Act) in order to participate in any 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.

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 4.) **If you have already scheduled an appointment and find that you do not meet the minimum qualifications, please contact the Denver Civil Service Commission at (720) 913-3365.**

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 you are selected to proceed beyond the video 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. Acceptable proof of a high school diploma or GED certificate will be required if you are selected to proceed beyond the video test. Acceptable substitutes for a high school diploma or GED certificate 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.

CITIZENSHIP: United States citizenship is required on or before the date of application. Acceptable proof of such must be presented if you are selected to proceed beyond the video 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 position in the classified service, an individual shall not have any legal impediments to their ability to perform the essential job functions of the position of Police Officer.

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

MISDEMEANOR CONVICTIONS: An individual who has been convicted of and/or received deferred judgments for four (4) or more misdemeanors (non-traffic) 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 been convicted of and/or received a deferred judgment for a misdemeanor (non-traffic) while employed in a law enforcement, firefighter or other sworn public safety position also 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 been 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 date 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 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.

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 date 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: 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.

Individuals who have illegally used **soft or hard drugs** while employed in a law enforcement, firefighter or other sworn public safety position also will be disqualified.

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 (45) days following notice of disqualification. Any request for exemption from disqualification will be reviewed on a case by case basis. Applicants who are granted an exemption may re-apply 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. If you have additional questions, please call the Denver Civil Service Commission at (720) 913-3370.

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

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 **Tasks of a Police Officer** on pages 22-24 for a list of essential functions. See also, **Knowledge, Skills, Abilities** on page 25.

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.

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.

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.

SALARY AND BENEFITS

2009 Salary: \$46,620.00 per year.

A Comprehensive Benefit Package including:

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

More information regarding benefits is available on the Commission's website at the following link:
<http://www.dppa.com/cba0810/PPAcba0810.asp>

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.

EXAMINATION AND SCREENING PHASES

PHASE I Computerized Application and Scheduling a Test Appointment

PHASE II Written Test (Pass/Fail)

PHASE III Video Test and Behavioral Questionnaire

The following steps will be necessary if you are selected for further processing

PHASE IV Supplemental Application and Background History Form

PHASE IX Preliminary File Review (Pass/Fail)

PHASE V Physical Ability Test (Pass/Fail)

PHASE X Background Investigation

PHASE VI Written Suitability Assessment

PHASE XI Background Review (Pass/Fail)

PHASE VII Suitability Interview
(Recommended/not recommended)

PHASE XII Special Language Skill Preference Testing

PHASE VIII Polygraph

The Commission reserves the right to change the order of the test phases as required. Applicants who fail to show for further testing when notified in writing may be disqualified. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process for that testing cycle.

Applicants who pass all above mentioned test phases may be placed on the Eligible Register for possible certification to the Manager of Safety, if their final examinations score so warrants. If certified, applicants may be required to attend a Police Department panel interview. If ultimately selected by the Manager of Safety to receive a **“conditional” offer of employment**, an applicant shall then be required to successfully complete a Medical Examination, Psychological Evaluation, Drug Screen and Fingerprinting. The Commission reserves the right to conduct any specific medical or psychological tests or evaluations determined to be necessary.

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, as appropriate); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule; or is unable to begin work with the Denver Police Department when scheduled. The conditional offer may 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.

Contingent on the number of available Recruit positions, **the Manager of Safety will make “final job offers” to certified applicants who successfully complete the “post-conditional offer” screening; and who are determined to be able to perform the essential functions of the job** (with or without reasonable accommodation, as appropriate); **and who do not otherwise pose a direct threat to the health and safety of themselves or others.**

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

APPLICATION PROCESS AND SCHEDULING A TEST APPOINTMENT:

To complete an application, to access the testing schedule, and to schedule a testing appointment, you must log onto our website at www.denvergov.org/civilservice. All scheduling will be done on a first come, first served basis. **The application and scheduling of a test appointment can only be completed on line.**

No-call/No-show Fee

If you do not cancel your written test appointment prior to your scheduled testing date and time, and you do not show, you will be assessed a **\$25.00 no-call/no-show fee**, and you will be prohibited from re-applying and testing for six months from your original scheduled appointment date. Following the six-month period, you may then re-apply, if applications are being accepted.

“No-call/no-show” **applicants must pay the “no-call/no-show” fee prior to being allowed to reapply** and schedule a future appointment. Fee payments should be made payable to the Treasurer - City & County of Denver. 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 and social security number.

Payments may be made in person at 201 W. Colfax Ave., 7th Floor, or payments may be mailed to the following address:

Denver Civil Service Commission
Accounts Receivable
201 W. Colfax Ave Dept 1208
Denver, CO 80202-5332

Internet Access

If you do not have Internet access at home, access to the Internet is available at any Public Library or at any of the following Denver Workforce locations:

Denver Workforce Center at Speer
1391 N. Speer Blvd., Suite 500
(720) 865-5619

DIA Workforce Center
8500 Pena Blvd
(303) 342-2590

Quigg Newton Resource Center
4440 Navajo St.
(720) 865-0100

Stapleton Plaza Workforce Center
3401 Quebec St., #7700
(720) 865-0060

Westside Workforce Center
1200 Federal Blvd.
(720) 944-1615

Eligibility to Re-Apply and Re-Test

Applicants who fail the written test are allowed to re-apply and/or retest on or after six (6) months from the date of their failed written test, if testing slots are available. Applicants who pass the written test and complete the video test are allowed to re-apply and/or re-test only once per twelve (12) month cycle, if testing slots are available. Therefore, if you tested within the last year for the Denver Police Department, and passed the written test, and completed the video test, you will not be allowed to re-apply or re-test until on or after twelve (12) months from the date your previous written test.

CONFIDENTIALITY AGREEMENT

The contents of the CSC 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/video test.

EXAMINATION PHASES

WRITTEN TEST: On the day of your scheduled appointment, you should arrive at the Civil Service Commission office at least 15 minutes early (you will not be admitted if you are late). You will be required to present a driver license or other valid picture identification to gain admittance into the application and testing appointment. (Usual test location: 201 West Colfax Ave. 7th Floor)

Applicants will be given a brief orientation about the computerized process and be instructed to begin the written test. Applicants who fail the Written Test shall be disqualified from further testing, but may re-test six months from the date of the Written Test. The Written Test is pass/fail only. It does not have a point value toward your final exam score. A **Study Guide** for the Written Test is available on our website: **www.denvergov.org/civilservice**. The Written Test will be administered to all applicants via computer, at the Civil Service Commission office, and at times and dates individually scheduled on-line by applicants.

The Written Skills 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 comprises 66 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 64.5454%. Applicants will be given a total of three (3) hours to complete the entire written test. Only applicants who pass the Written Test with a score of 64.5454% or higher will be allowed to take the Video Test.

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 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.** Ties shall be broken randomly.

BEHAVIORAL QUESTIONNAIRE: Applicants will be required to complete a detailed questionnaire regarding their past behavior, to include: 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.

BACKGROUND HISTORY FORM: Depending on your final exam score, if selected to proceed in the additional examination phases, applicants will be required to complete a supplemental application and a detailed Background History Form. The information must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

PHYSICAL ABILITY TEST: 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, which is given at a later date, if applicable. Applicants must currently pass the Physical Ability Test within 63 seconds. Please refer to the **Study Guide for the Physical Ability Test** on page 18.

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.

WRITTEN SUITABILITY ASSESSMENT: This phase consists of a battery of non-medical written tests 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. They are one of the tools used by a Commission designated psychologist who assesses an applicant's suitability (in a non-medical capacity) and determines your rating. Please also refer to the **Suitability Interview** section that follows.

SUITABILITY INTERVIEW: 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, 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-Call/No-Show: Applicants who do not cancel/reschedule their appointment in advance and who fail to show for their appointment will be assessed a **no-call/no-show fee of \$65.00**. The applicant also may be disqualified and be required to wait one year from the date of their written test to reapply.

POLYGRAPH: All applicants shall take a polygraph examination. The polygraph is used in review of an applicant's qualifications and suitability.

No-Call/No-Show: Applicants who do not cancel/reschedule their appointment in advance and who fail to show for their appointment will be assessed a **no-call/no-show fee of \$50.00**. The applicant also may be disqualified and be required to wait one year from the date of their written test to reapply.

PRELIMINARY FILE REVIEW: 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 a 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.

BACKGROUND INVESTIGATION: 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.

BACKGROUND REVIEW: 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 eligible register.

LANGUAGE SPECIAL SKILL PREFERENCE POINTS: An applicant 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, may be provided an opportunity to take a supplemental test to determine their skill level. If the supplemental testing results in an applicant being rated as "proficient", they would receive five (5) special skill preference points to be added to their passing total exam score. A maximum of five (5) points can be awarded, even if language proficiency is demonstrated in more than one target language.

ELIGIBLE REGISTER FOR ORIGINAL APPOINTMENT: Applicants who pass the background review may be placed on the eligible register for original appointment. Placement on the eligible register may be contingent on an applicant's final examination score.

CERTIFICATION: When a requisition 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 register and the requirements of court orders. (See also: Court Order on page 11.)

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 of the Police Department.

CONDITIONAL JOB OFFER: From among those "certified", the Manager of Safety selects the applicants who are to be granted a "conditional job offer" in consideration for future appointment to the Police Academy. Applicants selected to receive a "conditional job offer" are required to successfully complete a medical evaluation, a psychological evaluation, a drug screen, and fingerprinting.

MEDICAL EVALUATION AND DRUG SCREEN: 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 exam, 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.

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, applicants 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 threat to 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.

NO-CALL / NO-SHOW

Applicants who do not cancel a scheduled appointment, in advance, and who fail to show for the scheduled appointment, may be disqualified and be required to wait one year from the date of their Written Test to re-apply. No-call/no-show applicants **will be assessed the following fee(s)**:

- \$25.00 for a no-call/no-show for the written test appointment;
- \$65.00 for a no-call/no-show for the suitability interview;
- \$50.00 for no-call/no-show for the polygraph appointment.

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, where 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 Denver Police Reserve program are 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.

MILITARY SERVICE and VETERAN PREFERENCE POINTS

(Rev. 12-22-08)

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 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** 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.

LANGUAGE PROFICIENCY
SPECIAL SKILL PREFERENCE POINTS

Language Proficiency Special Skill Preference Points may be added to an applicant's passing total 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 test and then successfully pass a supplemental test (to be administered at a later date/time) 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 and Fire Departments and contingent on the reasonable availability of foreign language assessment tests.

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).

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

Japanese
Korean
Russian

Sign Language
Spanish
Vietnamese

If an applicant who passes the Entry-Level Police Officer test identifies (at initial application), intermediate or advanced oral foreign language skills not listed above, the Commission may conduct additional special skill testing as deemed appropriate.

An applicant who passes the Entry-Level Police Officer 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 test score. 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 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

Would not 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:

- 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:

- 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

Would 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

If you are called on for further processing, as appropriate, you may be notified by the Commission when subsequent Language Special Skill Preference tests will be administered in the identified target language(s).

ADDITIONAL INFORMATION

ATTENDANCE AT SUBSEQUENT PHASES: Failure to attend and complete the Written and Video Test on the assigned date and time may delay an applicant's processing or be grounds for disqualification. For all other phases of the examination, if no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant may be disqualified from further testing. If an applicant is disqualified at any phase of the examination and screening process, he/she must wait twelve months from the date he/she took the Written Test in order to retest, unless otherwise provided by Commission Rule.

CHANGE OF ADDRESS, EMAIL ADDRESS OR TELEPHONE NUMBER: Applicants are responsible for **notifying the Commission in writing** of any change of address, email address or telephone number. 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 keep any scheduled appointment because of neglect of this responsibility may be cause for disqualification from further testing.

VACATIONS OR ABSENCES: Upon completion of the written test, vacations or absences of more than seven (7) days must be reported to the Civil Service Commission in writing. Failure to keep any scheduled appointment because of neglect of this responsibility may be cause for disqualification from further testing.

QUESTIONS: If you have questions not covered in this summary, call the Civil Service Commission office at (720) 913-3370 (Monday-Friday, 7:00 a.m. to 5:00 p.m.) excluding holidays.

WHEN CAN I TEST AGAIN? Applicants who have failed the written test are allowed to re-apply/retest on or after six (6) months from the date of their failed written test, if testing slots are available.

If you pass the written test and take the video test, but you are not called for further testing and screening phases, or if you are disqualified during any additional phase of the examination process, in most cases you may re-apply and re-test twelve months from the written test date, if test slots are available. (Note: There are some exceptions regarding the Physical Ability Test. See page 9.)

If you have questions regarding when you are eligible to re-apply and re-test, call the Commission office at (720) 913-3365.

LOCATING US ON THE WEB: The Denver Civil Service Commission has a website which includes information on Police Officer and Firefighter applications, testing, test preparation, current testing schedules, links to resources and the Department of Safety Recruiters, and the Commission meeting dates. You can locate us at: www.denvergov.org/civilservice.

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.

Vision correction that is currently available in new procedures requires various evaluation periods to measure the success of the procedure. Discuss the **Tasks of a Police Officer** (pgs. 22-24) with your doctor to ensure that you understand any physical limitations and potential risk involved.

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.

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

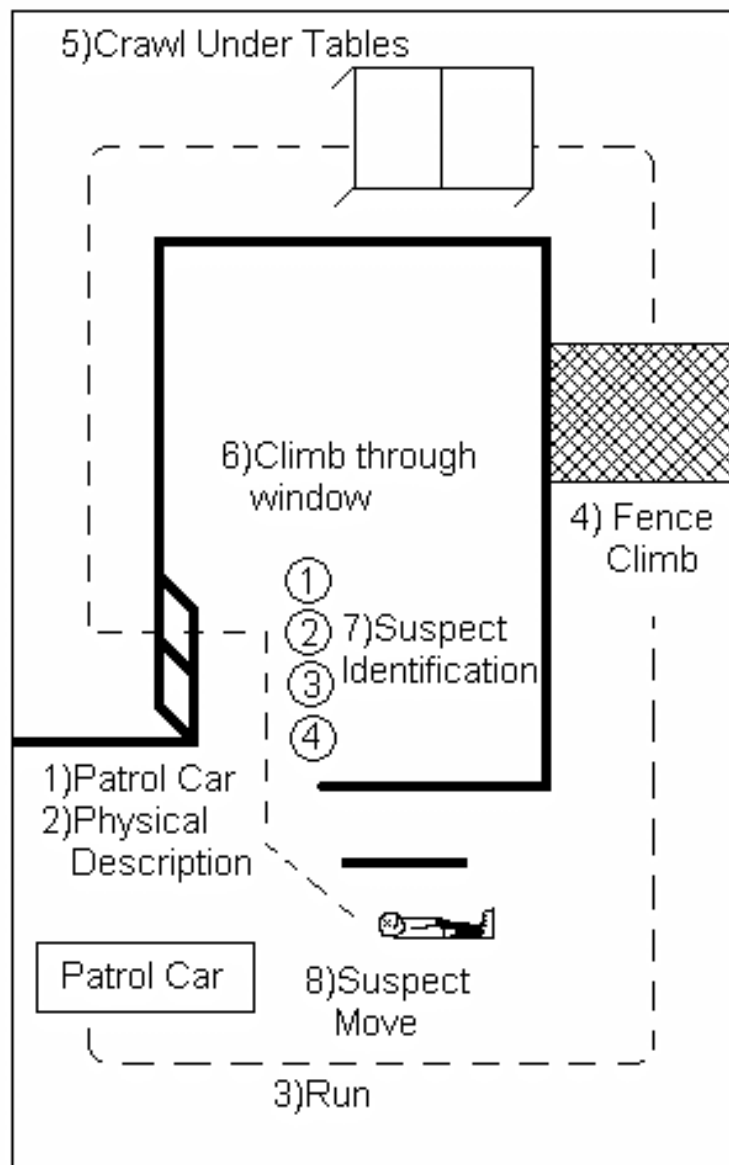
The test will require an applicant to complete several specified physical tasks in a given sequence within an allotted time frame. An orientation is conducted prior to testing. To simulate a Police Officer on duty, applicants will be required to wear a utility belt containing hand cuffs, a can of chemical 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 - Basic Recruit Training Program

The basic recruit training program consists of 26-27 weeks of instruction at the Denver Police Academy. Academy training is a stress-based program and recruit officers adhere to Academy rules and discipline at all times. The recruit training curriculum includes a wide range of law enforcement related topics, including but not limited to:

- * Patrol Procedures, Tactics and Building Searches
- * Colorado State Statues and Denver Municipal Code
- * Interviewing, Report Writing, DPD Forms / Reports
- * Crime Scene Investigations
- * Traffic Accident Scene Investigations
- * Use of Force Considerations
- * Dealing with the Public
- * Traffic Stops
- * Firearms (handgun and police shotgun)
- * Force on Force with Simunition
- * Physical Abilities Testing (obstacle course)
- * Arrest Control & Self Defense
- * Defensive Emergency Vehicle Operation
- * Physical Fitness
- * Scenario Based Exercises
- * Ethics
- * First Aid & CPR

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 25 written tests that 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, exercise gear, 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.”

“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.”

TASKS OF A POLICE OFFICER

Patrol

Respond to calls.
Search persons, vehicles and places.
Check condition/status of assigned patrol equipment.
Check schools, playgrounds, parks, recreation center.
Patrol assigned area in a vehicle.
Patrol assigned area on foot.
Drive motor vehicle under emergency circumstances.
Drive motor vehicle under non-emergency conditions.
Warn offenders in lieu of arrest or citation.
Make checks of various types of premises.
Transport prisoners.
Assist elderly or disabled persons.
Evacuate persons from dangerous area.
Escort vehicles or persons.
Administer first aid.
Transport injured or disabled persons.

Traffic

Remove hazards from roadway.
Enforce traffic and parking laws and ordinances.
Control, regulate and direct traffic., vehicular and pedestrian.
Investigate traffic accidents and aid the injured.
Check vehicles for proper registration.
Escort emergency vehicles.
Follow suspicious vehicles.
Collect physical evidence from accident scenes.
Identify owner of vehicle involved in accident.
Locate witnesses to accidents.
Measure skid marks.
Request emergency assistance for accident.
Administer roadside sobriety test.
Arrange for obtaining test samples for sobriety tests.
Direct traffic using barriers, flares, hand signals
Issue parking or traffic citation.
Plan traffic patrol tactics.
Assist stranded motorists.

Arrest/Apprehension

Identify and apprehend offenders.
Advise persons of constitutional rights.

Seize contraband.

Conduct frisk and pat down.
Handcuff suspects or prisoners.
Assist in raids.
Pursue suspect in vehicle.
Pursue suspect on foot.
Conduct field identifications.
Fire weapons in the line of duty.
Use deadly force when necessary.
Issue citations for non-traffic offenses

Physical

Subdue and arrest a resisting/attacking individual.
Encounter opposition during an arrest or in an emergency.
Encounter an armed confrontation with a suspect.
Recover weapon from suspect.
Perform an evasive maneuver to recover a weapon from suspect.
Drag injured person.
Force entry into buildings.
Walk up and down flights of stairs.
Jump down from elevated surfaces.
Crawl in confined areas (e.g., attics).
Climb through small openings (e.g., windows).
Pull self through openings.
Jump over obstacles such as fences, shrubs, and ditches.
Sit or stand for long periods of time.
Walk for long periods of time.
Run fast for a short period of time to apprehend a suspect.
Run to person requiring emergency assistance.
Run a distance of over 50 yards.
Run a distance of under 50 yards.
Run about one mile.
Climb over obstacles lower than six feet.
Carry an unconscious person unassisted.
Clean weapons.
Maintain target practice skills.
Inspect weapons.
Pull self up over obstacles.
Lift or pick up injured person.

Read and review reports and notes for court testimony.

Investigative

Investigate accidents.
Make judgments re: probable cause for warrantless searches.
Search for missing people.
Conduct surveillance of individuals/locations.
Investigate crimes against persons and property.
Investigate complaints of drug law violations.
Collect and preserve evidence.
Estimate value of stolen or recovered goods.
Trace stolen goods.
Transport property or evidence.
Recover and inventory stolen property.
Search premises or property.
Investigate suspicious persons or vehicles.
Review information on criminal activity in area.
Search crime scenes for physical evidence.
Process crime scene.
Diagram crime and accident scenes.
Document chain of custody for evidence.
Locate witnesses to crime.
Interview or question suspects.
Review records and pictures to aid investigation.
Secure accident, crime or disaster scenes.
Check stolen status on property through computer network.

Community/Public Relations

Organize and participate in neighborhood meetings and/or watch groups.
Attend meetings or ceremonies as the department's representative.
Participate in community meetings (e.g., with residents involved in crime interest groups, block watch, etc.).
Contact community groups.
Assist in contract negotiations.
Escort dignitaries.
Act as a department liaison with town officials, community groups and other police agencies.
Work within the framework of the Department's Community Policing philosophy.

Court

Present physical evidence in legal proceedings.
Testify in cases or hearings.
Confer with prosecutors or city attorney.

Communication

Provide accurate oral descriptions.
Exchange information with other law enforcement officers.
Participate in meetings with other officers (roll call).
Interact and work with citizens.
Make presentations to groups.
Advise victims, witnesses and offenders on legal procedures.
Conduct interviews.
Explain complaints to offenders, victims, and witnesses.
Mediate family disputes.
Talk with people to establish rapport.
Comfort emotionally upset persons.
Conduct parent/juvenile conferences.
Refer persons to agencies providing social services.
Communicate basic information to media.
Write speeches or other public relations materials.
Prepare and deliver speeches.
Contact first line supervisors regarding problems.
Contact command level supervisors regarding problems.

Planning/Organizing

Evaluate modifications to tactical plans.
Research and plan tactical operations.
Participate in the development and the implementation of department goals, objectives, policies and procedures.
Coordinate activities with those of other divisions and outside agencies and organizations.
Coordinate activities with those of other jurisdictions.
Perform special duties as assigned by superiors.

Paperwork

Write reports.
Prepare daily activity report.
Write memos.
Write letters.

Training

Train other personnel and new officers.
Identify departmental training needs.
Assist in developing and administering training programs.

Administrative

Report to work on time and when scheduled.
Place children in protective custody.
Conduct roll call.
Investigate accidents involving departmental vehicles.
Attend equipment demonstrations for department evaluation of proposed new equipment.
Conduct or supervise searches of property.
Direct crowd control procedures.
Assist with the handling of hazardous material problems.
Direct police activities at incident scenes.

Inform other units of major incidents
Assist with accident reconstruction.
Assist with or execute search warrants.
Organize surveillance of individuals and locations.
Deal with barricade hostage situations.
Execute arrest warrants.
Approve release of impounded vehicles.
Direct assisting officers or public service personnel (Request assistance from other agencies).
Direct personnel to secure information, make arrests, etc.
Make judgments re: arrest/release of suspects/offenders.
Determine whether incidents are criminal or civil matters.
Assist in investigating use of firearm incidents.

Miscellaneous

Evacuate persons from dangerous area.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge

Criminal Justice System

Skills and Abilities

Interpersonal

Customer Service/Service Orientation

Use computer equipment

Maintain effective working relationships with superiors and coworkers

Counsel, support and be empathetic toward others

Use tact and diplomacy in dealing with the public

Work under stressful conditions

Maintain control of emotions; keep feelings to self

Work in uncomfortable weather/temperature conditions

Follow rules and obey orders without questioning authority

Adjust to changes in policies, procedures

Do repetitive tasks

Work alone with little personal contact

Work with little or no supervision

Act on your own; take charge when needed

Maintain confidentiality in the performance of duties

Use good judgment in emergency situations

Manage time effectively

Work amid noisy conditions

Physically use electronic police equipment

Drive a car

Physically use a firearm

Learn/understand new regulations to enforce them

Read and understand legal terminology

Use reasoning to solve problems

Determine priorities

Recall directions and details

Perform arithmetic calculations accurately

Speak clearly and concisely

Extract information from others

Relate/explain information to others

Physically use force

Learn new information

Learn new procedures

Apply oral instructions

Remember oral instructions

Listen effectively to others

Read and write

Maintain composure with irate person

Interact with all types of people

Accept supervision

Multitask

Other Characteristics

Honest

Self Disciplined

Self Motivated

Courteous

Flexible

Cooperative

Integrity

Ethical

City and County of 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
Hours: 7:00 a.m. – 5:00 p.m.

www.denvergov.org/civilservice

Security Screening

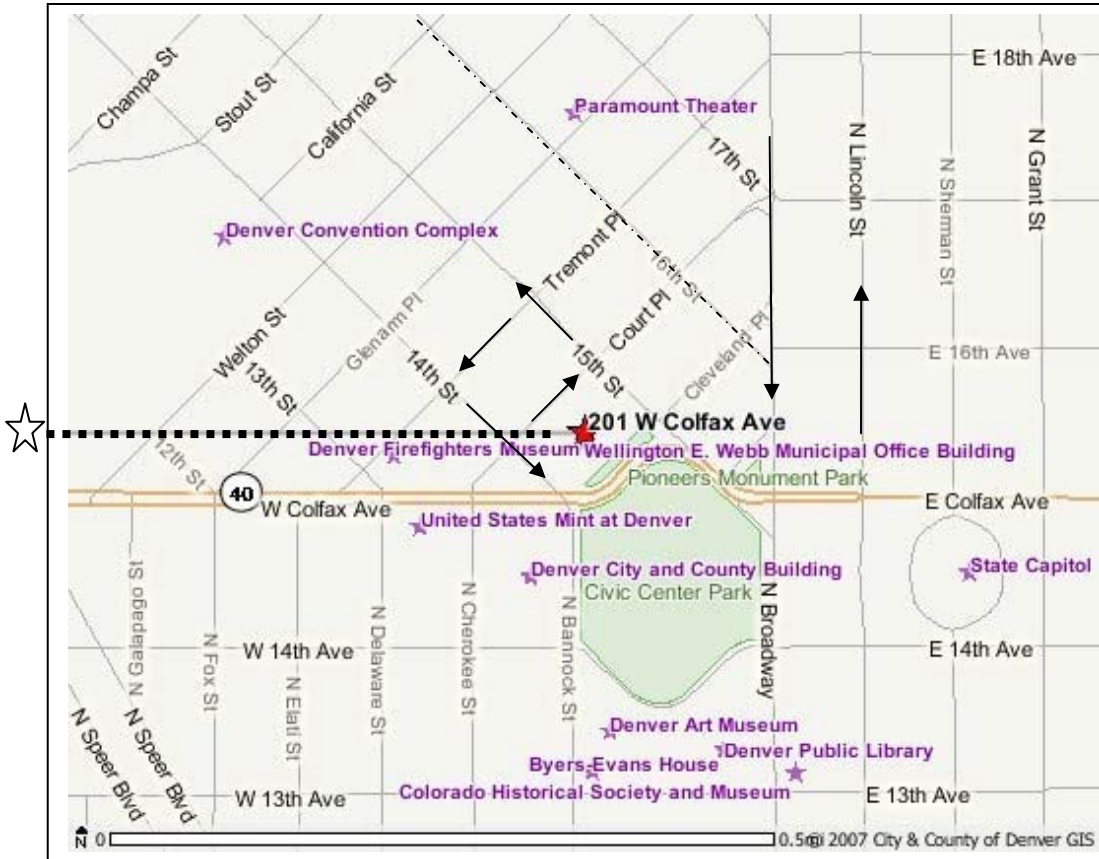
- All visitors to the Webb Municipal Building are subject to security screening.

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 may be difficult to find – 1 or 2-hour limit only.
Note: Metered parking is not an option for those who are testing.
- Parking is also 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.
- Maps showing public parking lots are available at:
<http://www.downtowndenver.com/parking/FindParking.htm>



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

Phone: 720-913-3370
 Fax: 720-913-3373
 Hours: 7:00 a.m. –5:00 p.m.

www.denvergov.org/civilservice

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 Bannock St.

Exit 212-A
 Speer Blvd.
 To downtown

Exit 210-A
 Colfax Ave.
 To downtown



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.)