



CITY AND COUNTY OF DENVER
CIVIL SERVICE COMMISSION



**ENTRY-LEVEL & LATERAL POLICE OFFICER
EXAMINATION INFORMATIONAL BOOKLET**

To complete an application and 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 details the minimum qualifications required to be considered as a Denver Police Officer and provides applicants with an informational summary of the examination/screening process.

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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 The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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

INFORMATIONAL SUMMARY

QUESTIONS

If you have questions not covered in this booklet, call the Civil Service Commission office at (720) 913-3371 (Monday-Friday, 6:00 a.m. to 4:00 p.m.) excluding holidays.

REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. 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.

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 **Police Officer Job Description** and **Job Functions** on pages 38-53.

POLICE ACADEMY CLASSES

As a result of this examination, entry-level and lateral applicants will be considered for Police Academy classes (Lateral-Entry or Combined) expected to begin depending on the needs of the department. Only a limited number of individuals will be processed through all phases of the examination, based on hiring needs.

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 sector, precinct or area, familiarizing themselves with businesses, public facilities, people, etc. Police Officers investigate all unusual persons and 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 **Police Officer Job Description** and **Job Functions** on pages 38-53.)

JOB REQUIREMENTS

Applicants must meet all minimum qualifications and must be eligible for Colorado Peace Officer Standards and Training (POST) Certification.

Police Officers are required to keep themselves in good physical condition.

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.

SALARY AND BENEFITS ENTRY - LEVEL POLICE OFFICER

Salary: Pay, effective January 1, 2020:

Police Officer Recruit: **\$58,633**

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

SALARY AND BENEFITS LATERAL - ENTRY POLICE OFFICER

A lateral applicant to the Classified Service of the Denver Police Department who is currently certified as a Colorado peace officer or out of state equivalent, and has a minimum of 2 years' experience (academy training does **not** count toward the two-year minimum experience requirement) but less than 4 years on the date of application and at the discretion of the Chief of Police or designee, will start the Denver Police Academy at the rate of Police Officer 2nd grade. The recruit, after successful completion of the academy, followed by continued employment as a Denver police officer for a period of (9) nine months of service (following graduation), shall become a Police Officer 1st Grade at the start of the following pay period, regardless of the completion date in the 9th month.

A lateral applicant to the Classified Service of the Denver Police Department who is currently certified as a Colorado peace officer or out of state equivalent and has a minimum of 4 years' experience on the date of application, at the discretion of the Chief of Police or designee, may start the Denver Police Academy at the rate of pay for Police Officer 1st grade.

Salary: Pay Scale, effective January 1, 2020:

2nd Grade: **\$75,225.00**

1st Grade: **\$94,630.00**

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

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.denverpolicerecruit.com for upcoming recruitment events; test preparation information; and links for general Department of Safety information and minority resources.

WRITTEN NOTICE OF CHANGE IN CONTACT INFORMATION

Applicants are required to **notify the Commission in writing of any change in contact or personal 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**. You may notify the Commission by email.

Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

SOLICITATION OF PREFERENTIAL TREATMENT PROHIBITED

Solicitation or attempted solicitation of preferential treatment (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.

MINIMUM QUALIFICATIONS GENERAL INFORMATION

Applicants must meet all minimum qualifications. Except as noted, any failure to meet one or more of the minimum qualifications will result in your automatic disqualification. Please note that some qualification standards, regarding certain criminal and illegal drug related behavior, have particular age limits and/or time lines associated with them.

For example: "at age 21 or older" or "while under the age of 21"; within the past "sixty (60) months (5 years)", or within the past "one-hundred twenty (120) months (10 years)", or "during an individual's lifetime" ("have you ever...").

If a particular time limit affects your situation, and you are disqualified, you may later become eligible and may re-apply once the specified time limit has lapsed. Any time lines noted, run back from the date of application.

Reviewing Definitions of Terms: Your understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses contained in this booklet **is critical** to your ability to determine if you meet the minimum qualifications. For a complete listing of Definitions of Terms, please refer to Commission Rule 1 located on our website at: www.denvergov.org/civilservice.

BASIC MINIMUM QUALIFICATIONS

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.

COLORADO RESIDENCY: Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire). There is no minimum time limit to establish residency.

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. Acceptable proof of a high school diploma or GED certificate will be required if selected to proceed beyond the written 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.

DRIVER'S LICENSE: Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment and must maintain any licensing requirements of the respective department.

LATERAL ENTRY POLICE OFFICER QUALIFICATIONS

STATE CERTIFIED LAW ENFORCEMENT OFFICER: In order to qualify as a Lateral-Entry officer, you must meet the current hiring standards:

- Colorado Peace Officer Standards and Training (P.O.S.T) certification or state equivalent.
- **Currently employed** full time as a police officer 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.

2-YEARS PATROL DUTY: Additionally, all applicants must possess a minimum of two (2) years **patrol duty** (calls to service/street duty) while employed **full time** by a state, county or municipal police or sheriff’s department. Academy training does not count toward the two-year minimum experience requirement. 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. Applicants employed by “Full Service” university police departments, will be considered on a case-by-case basis. “Full Service” is defined as an agency in which the officers respond to calls for service, makes arrests and files criminal cases without having to do so through another law enforcement agency.

DEPARTMENT EVALUATIONS AND TRAINING RECORDS: Lateral applicants will be required to submit **three (3) years of current** department evaluations and all applicable training records.

INTERNAL AFFAIRS INVESTIGATIONS: Additionally, an applicant who is the subject of a **current** 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/on hold** 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. If you have applied and scheduled a testing appointment as a Lateral applicant, and then determine that you do not meet the special Lateral-entry qualifications, please immediately contact the Commission to discuss your situation and other options available to you.

MINIMUM QUALIFICATIONS CHARACTER AND BACKGROUND

CHARACTER AND BACKGROUND: An applicant must be of **good moral character** as required by the Charter of the City & County of Denver. In reviewing an applicant’s character and background, the Commission will consider the **standards of ethical conduct, integrity and honesty** that shall guide the behavior of a member of the Denver Police Department.

LEGAL MATTERS & CRIMINAL CONVICTIONS **GENERAL CONSIDERATIONS**

CONVICTION: See page 6 for the definition of “Conviction.” Throughout this booklet the term “Conviction” applies to the following categories of offenses:

- Any adult criminal offense;
- Any juvenile offense when the juvenile was charged as an adult;
- Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor (as applicable) if committed by an adult.

JUVENILE RECORD OR ADULT CRIMINAL RECORD: If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records and adult criminal records are not automatically “expunged” or “sealed”. To be expunged or sealed, it requires an “order of the court”. If a criminal record or juvenile record has been “sealed” or has been “expunged”, by an “order of the court”, or if a criminal conviction has been “pardoned”, it may have an effect on how you answer certain questions in the application process.

KEY DEFINITIONS: LEGAL & CRIMINAL RELATED STANDARDS

CONVICTION - ADJUDICATION, definition of: The result of a criminal trial regarding any federal, state, or local law that ends in entry of a final judgment/sentence, following a verdict of guilty (by the court or jury), or following a plea of guilty or no contest.

“Conviction” shall include an “Adjudication” which is an entry of final judgment/sentence following a determination by a juvenile court that it has been proven beyond a reasonable doubt to the trier of fact that the juvenile has committed an offense that would have been a crime had it been committed by an adult (i.e. commission of a delinquent act), or following an entry of a plea of guilty or no contest to a charge of committing such an offense.

“Conviction” does not include an entry of a final judgment/sentence that has been pardoned, reversed, set aside, or otherwise rendered null and void; or for which the criminal record or the juvenile record thereof has been formally sealed, or has been formally expunged, by order of the court.

“Conviction” does not include a deferred prosecution, deferred judgment, or deferred sentence.

FELONY, definition of: A criminal offense that is classified as a “felony” under the federal, state or local laws in the jurisdiction where the subject charge was filed; to also include any

juvenile offense that would constitute a “felony” criminal offense in that jurisdiction, if committed by an adult. (Example: Criminal record may show “F4”, meaning a “4th Degree Felony”.)

MISDEMEANOR, definition of: A criminal offense that is classified as a “misdemeanor” under the federal, state or local law in the jurisdiction where the subject charge was filed; to also include any juvenile offense that would constitute a “misdemeanor” criminal offense, if committed by an adult. (Example: Criminal record may show “M1”, meaning a “1st Degree Misdemeanor”.)

GENERAL DISQUALIFIERS: NO LEGAL IMPEDIMENTS

NO LEGAL IMPEDIMENTS: To be eligible for both application and appointment to a position in the Denver Police Department, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of Police Officer. Please be advised that adjudication in juvenile court, for criminal activity as a minor/juvenile, does not necessarily clear from your record when you become an adult.

Certain misdemeanor convictions, whether as a minor or as an adult, may preclude you from being certified by the Colorado Peace Officer Standards & Training Board, and may impact your ability to legally carry a weapon. They will result in disqualification from the Police Officer application or screening process.

Any individual who, because of a criminal charge, or plea to a criminal charge, is **currently subject to an active deferred sentence, deferred judgment or deferred prosecution**, or is currently subject to any **court order(s) or stipulation(s) in connection therewith**, will be disqualified.

Any individual who is **currently incarcerated, on work release, on parole, or on probation** for any crime will be disqualified.

CRIMINAL CONVICTIONS: LIFETIME DISQUALIFICATION

ALL FELONY CONVICTIONS - LIFETIME DISQUALIFICATION: Any adult (age 18 or above), or juvenile charged as an adult, who has been convicted of a felony crime; or juvenile who has been adjudicated in juvenile court for an offense that would be classified as a felony if committed by an adult; will be disqualified.

CERTAIN MISDEMEANOR CONVICTIONS - LIFETIME DISQUALIFICATION: An individual who has ever been convicted (or been adjudicated), for any of the following **misdemeanor** offenses will be disqualified:

- An offense involving domestic violence.
- Assault, menacing, stalking or harassment.
- Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law.

- Any offense based on unlawful sexual behavior.
- Failure to register as a sex offender.
- Prostitution.
- Soliciting for prostitution.
- Pandering.
- Indecent exposure.
- Any offense of child abuse or child neglect resulting in any injury to the child or to the child's health.
- Any bias-motivated crime (including harassment or intimidation of a person or group because of race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability).
- Cruelty to animals.
- Resisting arrest.
- Impersonating a peace officer, firefighter, or public servant.
- Obstruction of government operations. Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer.
- False reporting to fire, emergency, or law enforcement authorities.
- Perjury.
- Failure to obey a jury summons.

MISDEMEANOR CONVICTIONS AFFECTING PEACE OFFICER CERTIFICATION -

LIFETIME DISQUALIFICATION: All applicants for Police Officer must be eligible for Colorado Peace Officer Standards and Training (POST) Board Certification. Certain specified misdemeanor convictions provide a basis for presumptive denial of POST Certification.

Therefore, an applicant shall have no conviction for any of those specified misdemeanor offenses for which the Colorado Peace Officer Standards and Training (POST) Board shall deny certification as provided under C.R.S. 24-31-305(1.5) as it may be amended from time to time. This shall include any substantially similar misdemeanor offenses under any federal, state or local law.

With only one exception, there shall be no consideration for an exemption from disqualification for any misdemeanor offenses for which POST shall deny certification as noted above, regardless of any exemption or variance having been granted by the POST Board or its Executive Director. That one exception is: A conviction for a “Misdemeanor Offense Involving or Relating to Any Controlled Substance” which occurred “[more than 10 years prior to the date of application.](#)” (See page 12.) If you are disqualified for such an offense you may contact the Commission to request case by case review for possible exemption from disqualification. To view a listing of the POST prohibited misdemeanor convictions, see Attachment A to Commission Rule 3 on our website www.denvergov.org/civilservice.

To view Commission Rules, click on the link titled “[Commission Rules.](#)” Applicants may also contact the Colorado POST Board at (303) 866-5692 or find a link to the POST Board at <https://www.colorado.gov/post>

CRIMINAL CONVICTIONS:
10 YEAR, 7 YEAR & 5 YEAR DISQUALIFICATIONS

MISDEMEANOR OFFENSES - 10 YEAR DISQUALIFICATION: An individual who has been **convicted** (or been adjudicated) for any of the following **misdemeanor** offenses during the past 120 months (10 years) will be disqualified.

- An offense based on **child abuse or child neglect** that did not involve an injury to the child or to the child's health.
- The **illegal use or possession** of a firearm or edged weapon (e.g. a knife).

MISDEMEANOR OFFENSES - 7 YEAR DISQUALIFICATION: An individual who has been **convicted** (or been adjudicated) for any of the following **misdemeanor** offenses during the past 84 months (7 years) will be disqualified.

- An offense involving **theft**, (to include stealing, shoplifting, embezzlement, etc.)
- An offense involving **fraud**, (to include check fraud, identity theft, forgery, etc.)
- An offense involving **forgery**, (to include actions done with intent to defraud, etc.)

Misdemeanor convictions for theft, fraud or forgery more than 84 months' prior will be subject to a presumptive disqualification with an opportunity for review for exemption.

NO MORE THAN ONE (1) MISDEMEANOR - DURING THE PAST 5 YEARS:

An individual who has been **convicted** of two (2) or more **misdemeanor** offenses within the past 60 months (5 years) will be disqualified.

NO MISDEMEANOR CONVICTIONS WHILE IN A PUBLIC SAFETY POSITION -

DURING THE PAST 5 YEARS: Within the past 60 months (5 years), an individual shall **not** have any **conviction** for a **misdemeanor** offense during any period of time while they were an employee in, or a volunteer in, any of the following public safety related positions:

Law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder.

DRUGS: ILLEGAL USE, PURCHASE, POSSESSION,
DISTRIBUTION, SALE, OR MANUFACTURE

IMPORTANT DRUG RELATED DEFINITIONS

DISTRIBUTION (of Hard and Soft Drugs), definition of: "Distribution" or "To Distribute" means to deliver, transfer, or transport, or to attempt to deliver, transfer or transport, actually or constructively, from one person to another a controlled substance, either with or without remuneration, barter or exchange.

However, the delivery, transfer or transportation of one ounce or less of marijuana, from

one person to another; without involving any remuneration, barter or exchange; shall be deemed “use or possession”. It shall not be deemed distribution, unless the delivery or transfer is by a person eighteen years of age or older to a person under the age of fifteen.

The delivery or transfer of more than one ounce of marijuana from one person to another, either with or without remuneration, barter or exchange, shall be deemed distribution and/or sale thereof.

HARD DRUG, definition of: Any schedule I, II, III or IV controlled substance is considered to be a Hard Drug except when a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include, but are not limited to the **illegal** use of: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, Mescaline, Methadone, Methamphetamine, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbitol, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, Yellow Jackets

Drugs not included as a Hard Drug: The legal use of Schedule II, III and IV “prescription” drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in a quantity less than 8 ounces is not considered a Hard Drug, the use of Medical Marijuana is not considered to be the legal use of a “Prescription Drug”.)

MANUFACTURE (of Hard Drugs or Soft Drugs), definition of: "Manufacture" or "Manufacturing" means: For any person to produce, prepare, propagate, compound, convert, or process a controlled substance, directly or indirectly, by extraction from substances of natural origin, chemical synthesis, or a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling or relabeling of its container.

With respect to marijuana and marijuana concentrate, “manufacture” means for any person to cultivate, grow, produce, prepare, process, or otherwise manufacture, or knowingly to allow such to be produced, processed, prepared or manufactured on land owned, occupied, or controlled by him.

For information related to employment in a state regulated, licensed, marijuana business enterprise, see the definition of “Marijuana” below.

MARIJUANA, definition of: (Including Medical Marijuana, Ganja, Marijuana Concentrate, and Edibles containing Marijuana, etc.): Because marijuana is a Schedule I controlled substance

under Federal law, any use, purchase, possession, distribution, sale or manufacture (including delivery, transfer or transport from one person to another) of marijuana or its derivatives that would be regarded as illegal under the federal **Controlled Substances Act** (as determined at the sole discretion of the Commission) shall in general be regarded as "illegal" for purposes of application and screening for the position of Police Officer.

- **Medical Marijuana:** Because marijuana has no recognized medical use under Federal Law, “medical marijuana” or products containing “medical marijuana” are considered as “illegal” for the purposes of application.
- **Synthetic Marijuana and Salvia Divinorum:** The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage).
- **Soft Drug – Marijuana:** Marijuana (and its derivatives) in a quantity less than 8 ounces is considered to be an illegal Soft Drug for the purposes of Application and Minimum Qualifications.
- **Hard Drug – Marijuana:** Marijuana (and its derivatives) in a quantity of 8 ounces or more is considered to be an illegal Hard Drug for the purposes of Application and Minimum Qualifications.
- **Exception regarding Marijuana distribution:** Any distribution of one (1) ounce or less of marijuana (to deliver, transfer, or transport from one person to another), without any remuneration, barter or exchange, shall generally be deemed “use” or “possession” and not “distribution”. It shall be subject to a 36-month time-period for disqualification.
- **Exception Regarding Employment in a State Regulated Marijuana Business:** The purchase, possession, growing, manufacture, distribution or sale of Marijuana (or any of its derivatives) as prohibited by Commission Rule and these minimum qualifications will result in a presumptive disqualification. **However**, any individual engaging in such behavior, solely as part of their employment in a state regulated, licensed marijuana related business enterprise may request a case by case review for exemption from such disqualification.

SALE (of Hard or Soft Drugs), definition of: "Sale" means: An illegal barter, exchange, or transfer for payment or promise of payment, of a controlled substance, and each such transaction made by any person, whether for the benefit of the seller or on behalf of another.

Any action on behalf of another (as the middleman or go-between, acting for either the seller or the purchaser) in an illegal sale or purchase of a controlled substance, which includes being an active participant in the actual transfer of the drugs or assets involved, shall be deemed “Sale” and not “Purchase.”

For information related to employment in a state regulated, licensed, marijuana business enterprise, see definition of “Marijuana” on page 10.

SOFT DRUG, definition of: Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

Examples include, but are not limited to the illegal use of: cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity less than eight (8) ounces.

Drugs not included as Soft Drugs: The legal use of Schedule V “prescription” drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal “prescription drug”.)

**CRIMINAL CONVICTIONS INVOLVING OR RELATED
TO ANY CONTROLLED SUBSTANCE**

NO FELONY CONVICTION, AT ANY AGE, INVOLVING HARD OR SOFT DRUGS – LIFETIME DISQUALIFICATION: Any individual who has ever been “convicted of” a felony offense involving or relating to any (controlled substance) hard drug or soft drug will be disqualified. This includes the “adjudication” of a juvenile for a like offense that would be classified as a felony if committed by an adult.

NO MISDEMEANOR CONVICTION, INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – WITHIN 120 MONTHS (10 Years) PRIOR TO APPLICATION: Any individual who has been convicted of a misdemeanor offense involving or relating to any controlled substance (Hard or Soft Drug), **Within** the period of 120 Months (10 Years) prior to the date of application, will be disqualified. This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.

A MISDEMEANOR CONVICTION, INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE MORE THAN 120 MONTHS (10 Years) PRIOR TO APPLICATION – PRESUMPTIVE DISQUALIFICATION: Any individual who has been convicted of a misdemeanor offense involving or relating to any controlled substance (Hard or Soft Drug), **More than** 120 Months (10 Years) prior to the date of application, will be subject to a presumptive disqualification. (This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.)

However, the individual disqualified may request a case by case review for exemption from disqualification. Prior to the review, the individual must provide written documentation from the Colorado Peace Officer Standards and Training Board (POST) of the granting of a waiver concerning any POST disqualification related to the conviction in question.

**NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE
OF HARD OR SOFT DRUGS**

NO ILLEGAL DISTRIBUTION OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Distribution: 120 Month (10-Year) Disqualification
Soft Drug Distribution: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has provided, delivered, transferred, or transported any hard or soft drugs to or for another person, either with or without remuneration, barter, or exchange, will be disqualified.

“Soft Drug” includes any Marijuana, Medical Marijuana, products or edibles containing Marijuana. (See below for more information regarding a limited exception for 1 ounce or less of marijuana, and for information regarding employment in a state regulated Marijuana business.)

Illegal distribution of drugs includes being the middleman, go between, or “doing a favor for a friend” in a drug transaction by actively transferring the drugs from one person to another even if the “middleman” receives no benefit from the drug transaction.

- An individual who engaged in the “distribution” of Hard or Soft Drugs at age 21 or above will be subject to a Lifetime Disqualification.
- An individual who engaged in the “distribution” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “distribution” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.
- Illegal distribution of any Hard or Soft Drug including Marijuana, in any quantity, to or for another person, that did involve any payment, barter or exchange is also considered a “Sale” of drugs and not “Distribution”. (See below for information regarding “No Illegal Sale of Hard or Soft Drugs”.)
- Limited Marijuana Exception: The “distribution” of one (1) ounce or less of Marijuana, that did not involve any payment, barter or exchange (e.g. “sharing a joint”), shall be deemed “Use” or “Possession” and not “Distribution”, and is subject to a 3-year disqualification time-period.
- Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “[Marijuana](#)” on page 10.

NO ILLEGAL SALE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Sale: 120 Month (10-Year) Disqualification

Soft Drug Sale: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has ever illegally provided, delivered, or transported hard or soft drugs, including any marijuana or medical marijuana that involved any barter, exchange, or transfer or promise of payment, will be disqualified.

- An individual who engaged in the “Sale” of Hard or Soft Drugs at age 21 or above

will be subject to a Lifetime Disqualification.

- An individual who engaged in the “Sale” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “Sale” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.
- Illegal drug sale includes being the middleman, go between, or “doing a favor for a friend” in a drug sale or purchase by actively transferring the drugs, assets, or payment from one person to another even if the “middleman” receives no benefit from the sale or purchase.
- The acquisition or acceptance into a purchaser’s possession of Hard Drugs or Soft Drugs through a sale, barter or exchange; and involving the use of the assets or money of only the purchaser, shall be deemed “Purchase” and not “Sale”. Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “[Marijuana](#)” on page 10.

NO ILLEGAL MANUFACTURE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21:

Hard Drug Manufacture: 120 Month (10-Year) Disqualification

Soft Drug Manufacture: 60 Month (5-Year) Disqualification

Within the age limits and time periods specified: Any individual who has ever illegally manufactured (e.g. produced, prepared, processed, grown, packaged or re-packaged) Hard or Soft Drugs, including any Marijuana or Medical Marijuana or products or edibles containing Marijuana will be disqualified.

- An individual who engaged in the “Manufacture” of Hard or Soft Drugs at age 21 or above will be subject to a Lifetime Disqualification
- An individual who engaged in the “Manufacture” of Hard Drugs while both under the age of 21 and during the 120 Months prior to application, will be disqualified.
- An individual who engaged in the “Manufacture” of Soft Drugs while both under the age of 21 and during the 60 Months prior to application, will be disqualified.
- Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “[Marijuana](#)” on page 10.

NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF SYNTHETIC MARIJUANA or SALVIA DIVINORUM SINCE JULY 9, 2012:

AT AGE 21 OR OLDER: Lifetime Disqualification

WHILE UNDER AGE 21: 120 Month (10 year) Disqualification

Within the age limits and time periods specified: Any individual who, since July 9, 2012, has ever provided, delivered, transferred, or transported, sold or manufactured, any quantity of synthetic marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage), to or for another person, will be disqualified. This includes being the “middleman” or “go between” in a drug transaction, by actively transferring the drug or

payment from one person to another.

An individual who engaged in the Distribution, Sale or Manufacture of Synthetic Marijuana or Salvia Divinorum at age 21 or above will be subject to a Lifetime Disqualification.

An individual who engaged in the Distribution, Sale or Manufacture of Synthetic Marijuana or Salvia Divinorum while both under the age of 21 and during the 120 Months prior to application, will be disqualified.

NO ILLEGAL USE, PURCHASE, OR POSSESSION OF HARD DRUGS OR SOFT DRUGS

NO ILLEGAL DRUG USE, PURCHASE OR POSSESSION WHILE IN A PUBLIC SAFETY POSITION – 10 YEAR DISQUALIFICATION: Any individual who has ever illegally used, purchased or possessed soft drugs or hard drugs (on or off the job), during any period of time while an employee or volunteer in any law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position, AND within the 120 months (10 years) prior to the date of application, will be disqualified.

NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5 YEARS: Any individual who has illegally used, purchased, or possessed hard drugs within the past 60 months (5 years) prior to application, will be disqualified.

NO ILLEGAL USE, PURCHASE, POSSESSION OF SOFT DRUGS – PAST 3 YEARS: Any individual who has illegally used, purchased, or possessed any soft drug, including any marijuana, products or edibles containing marijuana, medical marijuana or synthetic marijuana within the past 36 months (3 years), will be disqualified.

Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “[Marijuana](#)” on page 10.

NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU: Any individual who has used someone else’s schedule II-IV prescription drug within the past 60 months (5 years), will be required to explain the details and circumstance of such use and, **may be** disqualified. Any use for recreational or non-medical purposes will result in disqualification.

NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU: Any individual who has used someone else’s schedule V prescription drug within the past 36 months (3 years), will be required to explain the details and circumstance of such use and, may be disqualified. Any use for recreational or non-medical purposes will result in disqualification.

TRAFFIC AND DRIVING RELATED OFFENSES AUTOMATIC DISQUALIFIERS

NO CONVICTION FOR OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 1 YEAR: Any individual who has been convicted of a traffic violation/infraction based on operating a motor vehicle without insurance within the 12 months (1 year) prior to date of application will be disqualified.

NO DRIVER'S LICENSE SUSPENSION WITHIN THE PAST 3 YEARS: Any individual who has had their driver's license suspended, based on moving traffic violations/infractions, within the past 36 months (3 years) prior to date of application will be disqualified.

NO DUI OR DWAI WITHIN THE PAST 5 YEARS: Any individual who has been convicted of DUI (Driving Under the Influence) or DWAI (Driving While Ability Impaired) within the past 60 months (5 years) prior to date of application, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

NO MORE THAN ONE DUI OR DWAI IN YOUR LIFETIME: Any individual who has been convicted of either a DUI (Driving Under the Influence) and/or a DWAI (Driving While Ability Impaired) offense two (2) or more times will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

NO MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS: Any individual who has been convicted of any of the following major traffic violations or infractions, within the past 60 months (5 years) prior to the date of application, will be disqualified.

- Leaving the scene of an accident.
- Eluding or attempting to elude a peace officer.
- Engaging in a speed contest.
- Reckless driving.
- A driving infraction or offense that states the violation resulted in serious bodily injury or death

APPLICATION AND TESTING PROCESS

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.

APPLICATION PERIOD: Please check our website periodically for the application period and testing dates.

In addition to any application periods for the general public, the Commission may provide special application periods for Lateral Police Officer applicants, the Denver Department of Safety Recruitment office, eligible Denver Public Safety Cadets and eligible Denver Police Reserve Officers.

HOW TO APPLY: Once the application period is open, prospective applicants can log onto the Denver Civil Service Commission website at www.denvergov.org/civilservice to complete an application on the City and County of Denver Careers page. Applications will be accepted online only. **An application form must be completed in advance, on-line, in order to test.**

HOW TO SCHEDULE A TEST APPOINTMENT: A limited number of reserved test appointments are available. You cannot schedule a reserved test appointment unless, and until, you successfully complete an on-line application.

TESTING: See our website at www.denvergov.org/civilservice . There will be a morning and an afternoon test session on each scheduled test day. We anticipate that there will be 34 reserved testing slots available for each test session (68 total for each day).

INTERNET ACCESS: If you do not have Internet access at home to complete the on-line application, computers with internet access are available at Public Libraries.

TEST LOCATION: The test will be administered at the Denver Civil Service Commission Testing Center located on the 7th Floor of the Denver Post Building, 101 W. Colfax Avenue, Denver, CO, 80202.

PARKING: Parking at a meter is not recommended due to the length of the test. Once the test has begun, applicants will not be permitted to leave the test area. There are several pay parking lots in the area. (\$8.00 to \$20.00). Use of public transportation is encouraged.

TEST TIME: On scheduled test days, the morning Written Test session will begin PROMPTLY at 7:30 a.m. (MST). The afternoon Written Test sessions will begin PROMPTLY at 12:30 p.m. (MST). Applicants with scheduled appointments should arrive at least 15 minutes prior to their appointment. **LATE ARRIVALS WILL NOT BE ADMITTED!**

PICTURE IDENTIFICATION REQUIRED TO TEST: A government issued identification is required to gain admittance into all Civil Service tests and screening appointments.

LENGTH OF TEST: Applicants should plan on spending 2 – 3 hours to complete the test process.

STUDY GUIDE

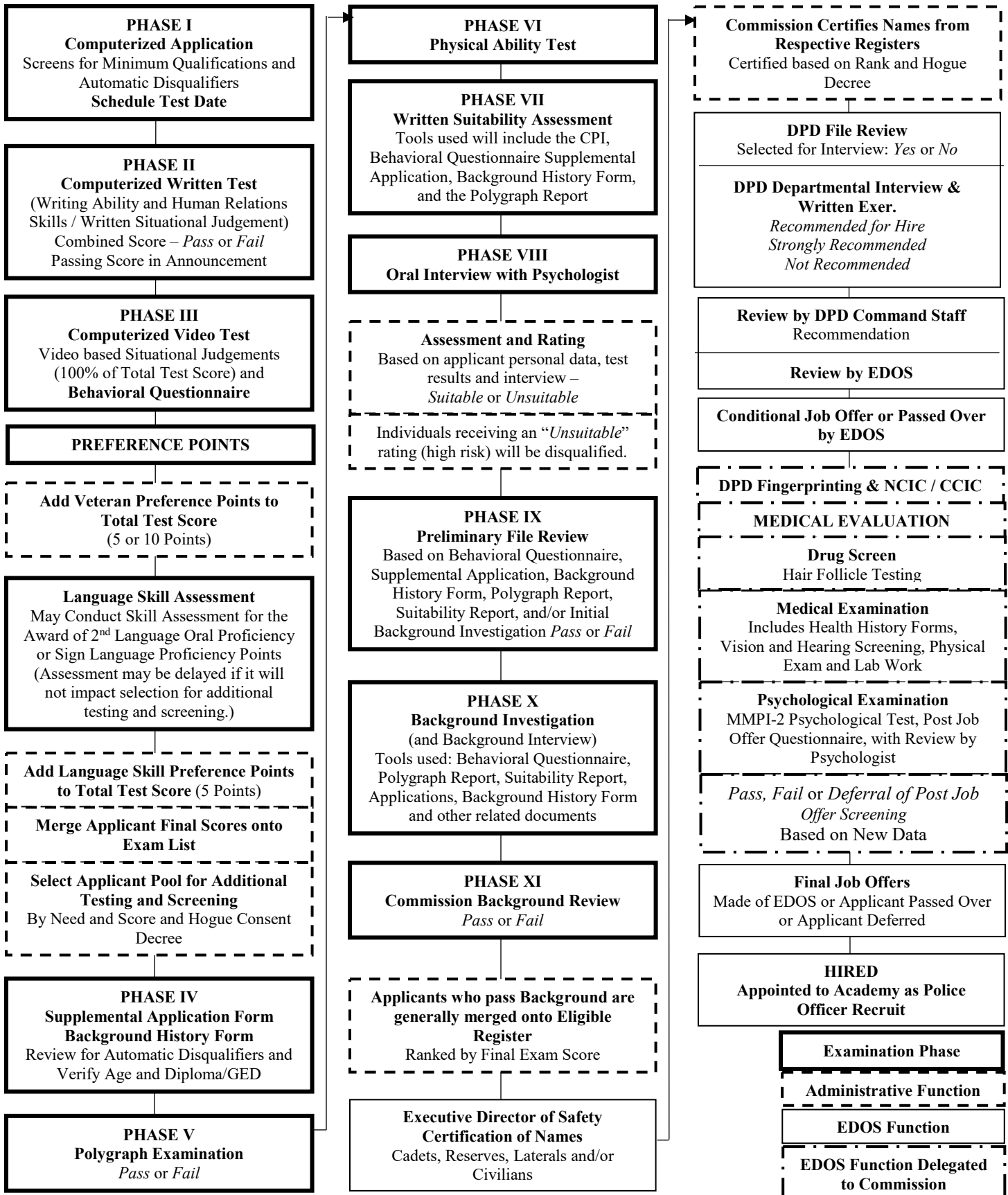
A Police Officer Written/Video Test Orientation and Study Guide and a computerized Sample Written Test and computerized Sample Video Test are available through our website at www.denvergov.org/civilservice. (Click on [Becoming a Police Officer](#) to find the various links.)

VACATIONS OR EXTENDED ABSENCES

Upon successful completion of the written test, applicants must notify the Commission in writing of any vacation or extended absence to ensure proper notifications can be made.

DENVER CIVIL SERVICE COMMISSION
ENTRY LEVEL & LATERAL POLICE OFFICER EXAMINATION PROCESS*

(REV. January 2019)



*The Order of Administration of testing and screening components may be modified.

EXAMINATION AND SCREENING PHASES

PHASE I – COMPUTERIZED APPLICATION: *Qualified or Not Qualified*

In order to secure a reserved test appointment, an application must be completed online at www.denvergov.org/civilservice. In order to test, applicants must meet the minimum qualifications noted in this booklet.

PHASE II – COMPUTERIZED WRITTEN TEST: *Pass or Fail*

A written test will be administered to all applicants via a computer at the Civil Service Commission office at times and dates individually scheduled online by applicants or as noted on the Commission's website at www.denvergov.org/civilservice. A Police Officer Written/Video Test Applicant Orientation and Study Guide is also available through our Website along with a computerized sample Written Test. Applicants will be given a brief orientation about the computerized test process prior to the written test and will review their completed online application. 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.

CONFIDENTIALITY AGREEMENT: The contents of the Civil Service Commission tests are considered highly confidential and may not be divulged in any manner to anyone. 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 during the polygraph regarding maintenance of the confidentiality agreement.

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.

FAILING THE WRITTEN TEST: Applicants who fail the Written Test may reapply/retest on or after six (6) months from the date of their failed Written Test, but only during an open application period.

ELIGIBILITY TO REAPPLY/RETEST: Provisions for 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- 3371.

PHASE III – VIDEO TEST/FINAL EXAMINATION SCORE: *Ranking*

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 Police Video Test” scenarios are available on our web site: www.denvergov.org/civilservice. Click on the link to [Becoming a Police Officer](#) to view a list of links to available resources.) 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.”

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. Ties shall be broken randomly.

When selecting individuals for additional testing and screening, the Commission will consider an applicant’s ranking, the anticipated personnel needs of the Department of Safety and any Court orders in effect.

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”. These percentage goals also apply to establishment of an Eligible Register and a 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 Entry Police Officer, Denver Police Reserve program may be given priority for hiring consideration.

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 27-29.
- **SPECIAL SKILL PREFERENCE POINTS FOR LANGUAGE PROFICIENCY:** An applicant who has successfully passed the Entry-Level 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, may 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. Once awarded, preference points for language proficiency remain in effect for five (5) years. Further details regarding the awarding of [Special Skill Preference Points](#) are provided on pages 29-31.

PHASE III (Cont.) – COMPLETION OF A BEHAVIORAL QUESTIONNAIRE:

For Commission Review

Applicants will be required to complete a detailed questionnaire regarding their past behavior to include but not 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 TESTING AND
SCREENING**

PHASE IV – COMPLETION OF SUPPLEMENTAL APPLICATION & BACKGROUND HISTORY FORM: *For Commission Review*

SUPPLEMENTAL APPLICATION: Applicants selected for further screening/processing are required to complete a supplemental application detailing, but not limited to, general personal information; education and training; military service; and employment, experience 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/processing 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 – POLYGRAPH: *For Commission Review*

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

NOTE: An applicant deemed “unqualified” or “unsuitable” at this phase, will be removed

from processing and can reapply after two years from the date of notification.

Policy for Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the polygraph examiner at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, up to **\$200.00** assessed by the polygraph examiner.

Applicants who are a “no-call/no-show” for their appointment will be removed from the testing process and disqualified. Furthermore, a “no-call/no-show” applicant will also be prohibited from re-applying until this assessed fee is paid.

PHASE VI – WRITTEN SUITABILITY ASSESSMENT: *For Commission Review*

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 or Firefighter. 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 ASSESSMENT/INTERVIEW: *Suitable or Unsuitable*

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.

NOTE: An applicant deemed “unsuitable” at this phase, will be removed from processing and can reapply after one years from the date of notification.

Policy for Suitability Interview: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the psychologist at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, up to **\$200.00** assessed by the psychologist.

PHASE VIII – PHYSICAL ABILITY TEST: *Pass or 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 32-35. A link to a video of the Physical Ability Test is also available on our website, www.denvergov.org/civilservice, by clicking on the link to Becoming a Police Officer. 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.

Applicants who are a “no-call/no-show” for their appointment will be removed from the testing process and disqualified. Furthermore, a “no-call/no-show” applicant will also be prohibited from re-applying until this assessed fee is paid.

PHASE IX – PRELIMINARY FILE REVIEW: *Pass or 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.

NOTE: An applicant deemed “unsuitable” at this phase, will be removed from processing and can reapply after two years from the date of notification.

PHASE X – BACKGROUND INVESTIGATION: *For Commission 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 – COMMISSION BACKGROUND REVIEW: *Pass or 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 eligible register.

NOTE: An applicant deemed “unsuitable” at this phase, will be removed from processing and can reapply after two years from the date of notification.

***THE ORDER OF TEST PHASES:** The Commission reserves the right to change the order of 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 until the next registration period for testing unless otherwise allowed by Commission rule.

APPLICANT RESPONSIBILITY FOR ADDITIONAL TEST PHASES

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.

Applicants who **fail** to show for further phases when notified in writing may be assessed a fee, 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 a fee being assessed and potential disqualification from further testing.

ELIGIBLE REGISTER

Eligible registers for original appointment shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. An eligible register shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Applicants who pass all above mentioned Commission test phases may be placed on an eligible register for original appointment for possible certification to the Executive Director of Safety, if their final examination score so warrants, and in consideration of any **Court Orders** (see page 21) in effect. The Commission may maintain separate eligible registers as provided in Rule 7§2(B).

REMOVED FROM ELIGIBLE REGISTER

An applicant removed from the Eligible Register by the Executive Director of Safety, cannot reapply until **two years** have passed from the time of notification.

CERTIFICATION

When a requisition to hire for an academy class has been received from the Executive Director of Safety, the Commission shall certify to the Executive Director of Safety a list of names equal to the number to be appointed plus as many additional names from the respective registers as the Commission deems necessary. 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 page 21) in effect. From the certification list received, the Executive Director of Safety shall select those applicants, in consideration of an appointment, who are to receive a conditional offer

of employment.

POLICE DEPARTMENT PANEL INTERVIEW/WRITTEN EXERCISE: Applicants may be subject to an interview by a panel of members from the Denver Police Department or may be required to complete a written exercise.

CONDITIONAL OFFER OF EMPLOYMENT

The Executive Director 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; 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.

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

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, 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.

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

FINAL JOB OFFER

Contingent on the number of available positions, final job offers will be made to certified applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who do not 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 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 Video Test Score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

Five (5) preference points may be awarded to:

- 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**:
 - For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
 - During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
 - 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.

- 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
- 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.

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

- 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**
- 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

Special Skill Preference Points for Language Proficiency may be added to an applicant's 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 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 currently conducts oral tests in the following languages for Special Skill Preference Points:

- American Sign Language
- Amharic
- Arabic
- Japanese
- Korean
- Russian
- Somali
- Spanish
- Vietnamese

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 the

Video Test Score. A maximum of five (5) points would be awarded, even if language proficiency is demonstrated in more than one target language. Once awarded, preference points for language proficiency remain in effect for five (5) years.

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:**

- **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 Special Skill Preference tests will be administered in the identified target language(s).

MEDICAL INQUIRIES

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. 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. The Medical Evaluation is only conducted following an applicant's receipt of a Conditional Offer of Employment. (See page 26)

VISION STANDARDS

Visual Acuity, Far Vision: OS/OD/OU with and without correction

Visual Acuity, Near Vision: OS/OD/OU with and without correction

Color vision: Acceptable tests include Ishihara (first 11 plates), Farnsworth D15, and HRR (Hardy, Rand, and Rittle, 4th ed.). The examiner must follow the directions of each test for appropriate lighting during the exam (see also Eyes and Vision Chapter).

Field of vision: Horizontal.

HEARING STANDARDS

Audiograms should be performed in a sound-treated booth compliant with the most recent version of ANSI S3.1 (Criteria for permissible ambient noise during audiometric testing) with equipment calibrated to the most recent version of ANSI standard S3.6 (Specification for Audiometers).

If a booth is unavailable, the test room sound pressure levels should not exceed those specified in the Occupational Safety and Health Administration (OSHA) "Audiometric test rooms" standard (29 CFR 1910.95).

Testing of applicants wearing hearing aids should be done using sound field testing (see Hearing chapter).

Each ear should be tested separately at 500, 1000, 2000, 3000, 4000, 6000, and 8000 Hz. Hearing aids should be used during testing if the applicant will use them while working.

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.

Avoid alcohol several days prior to and especially on the day of the test. On the day of testing, all applicants should wear long pants or jeans. 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.

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.

- To begin the test, the applicant will sit in a chair next to a test monitor and await further instructions.
- 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:
 1. 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.
 2. Approximately mid-way through the course, the applicant will encounter and climb over an approximately 6-foot chain link fence.
 3. On the other side of the fence, the applicant will crawl under two standard-size office tables
 4. 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.
 5. 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.
 6. 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.

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 and Tactics
- Colorado State Statutes and Denver Municipal Code
- Computer Based Report Writing and DPD Forms
- Crime Scene Investigations and Interviewing
- Accident Investigations
- Use of Force Considerations
- Dealing with the Public and Community Diversity
- Vehicle Stops
- Firearms
- Force on Force with Simunition
- Physical Fitness
- Physical Abilities Testing
- Arrest Control and Self Defense Techniques
- Defensive Emergency Vehicle Operation
- Scenario Based Exercises
- Ethics
- First Aid and CPR

Recruit Officers generally work an 8-hour day, with ½ hour for lunch, 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. 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. Recruits are not permitted to hold any other employment (part-time or full-time) while in the Academy.

Throughout the Academy program written exams covering course material are administered. There are numerous written tests that Recruits must complete and a number of physical tests related to various skills taught at the academy. There is a required passing score for all written examinations and failure to maintain the minimum standard can result in termination. Uniform and equipment inspections are conducted on a regular basis, some of which are unannounced.

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. Recruits are expected to vigorously participate in all aspects of their training, and must successfully pass a physical abilities test in order to graduate. The Academy's fitness program is based on the 'CrossFit' Program. (See www.crossfit.com/cf-info/exercise.html.) The Academy uses the APFT (Army Physical Fitness Test) to test each Recruit's overall fitness. (See <http://usarmybasic.com/army-physical-fitness/apft-standards>.)

Lastly, Recruit Officers are responsible for purchasing a variety of equipment items including a firearm, holster, ammunition holder, flashlight, exercise gear, etc. The cost of required equipment can exceed \$1000.00. Within approximately one month of employment Recruits receive a \$750.00 voucher toward the purchase of soft body armor, and a uniform and equipment allowance in the amount of \$700.00. (Rev. November, 2016)

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 on pages 41-53.

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.

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

STREET ADDRESS:

Denver Post Building – 7th Floor
101 W. Colfax Ave
Denver, CO 80202
Phone: 720-913-3371

MAILING ADDRESS:

Wellington Webb Municipal Building Dept. 1208
201 W Colfax Ave
Denver, CO 80202

www.denvergov.org/civilservice

SECURITY SCREENING

All visitors to the Denver Post Building are subject to security screening.

BUS AND LIGHT RAIL SERVICE

Easy access by Bus and Light Rail service is available. (2 Blocks from Civic Center)
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 length 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 and garages in the downtown area. Parking fees range from \$8.00 to \$20.00 for long-term parking.