

RULE 16¹

PUBLIC SAFETY CADETS²

(Adopted March 27, 1998)

Table of Contents³

RULE 16 PUBLIC SAFETY CADETS 1

TABLE OF CONTENTS 1

SECTION 1. GENERAL 2

SECTION 3. STATUS OF CADETS 2

SECTION 4. EXAMINATION OF CADETS FOR ORIGINAL APPOINTMENT 3

SECTION 5. ELIGIBILITY OF CADETS FOR PLACEMENT ON THE CADET REGISTER 4

SECTION 6. CADET ELIGIBLE REGISTERS 4

SECTION 7. CERTIFICATION OF CADETS 4

¹ **Editor’s Note:** All rule number designations were converted from Roman to Arabic numerals.

² **Charter Note:** Charter § C5.79, § C5.79-1, § C5.79-2 and § C5.79-3 were added May 16, 1989 and amended November 2, 1993; amended November 7, 2000. Recompiled in 2002 as § 9.3.18 and § 9.3.18(A), (B) and (C). Amended Ord. No. 428-02, §1, 6-3-02, election 8-13-02; Ord. No. 1011-02, §1, 12-9-02; Ord. No. 138-03, § 1, 2-24-03, election 5-6-03.

³ **Editor’s Note:** The Table of Contents was added with the annotations of 6-30-05.

Section 1. General.

The Civil Service Commission or its designee shall establish a procedure for screening applicants for entry into the public safety Cadet program. The public safety Cadet program shall operate under the supervision and control of the Executive Director of Safety. The Executive Director of Safety shall determine which Cadets have successfully completed the public safety Cadet program as described in C5.79 Section 9.3.11 of the Charter.⁴

Section 2. Qualifications.

- A. Applicants for the position of public safety Cadet shall be citizens of the United States and residents of the State of Colorado. Applicants shall be of good moral character and physically capable of performing arduous duties.
- B. Applicants for the position of public safety Cadet must also meet the following criteria:
 - 1. possess a valid automobile driver's license
 - 2. have no felony convictions
 - 3. no substance abuse within one year of the time of application
 - 4. any other criteria set forth by the Commission or its designee for participation in the Cadet program.

Section 3. Status of Cadets.

Persons in the public safety Cadet program shall not be considered permanent employees of the City and may be dismissed at any time at the sole discretion of the Executive Director of Safety. All terms and conditions of the employment of public safety Cadets shall be established by the Executive Director of Safety. Time spent in the public safety Cadet program shall not be considered as time in the classified service, if the public safety Cadet is subsequently appointed to a position in the classified service.

⁴ **Charter Note:** In 2002 Charter § C5.79 was recompiled as § 9.3.18. It was subsequently amended by Ord. No. 428-02, §1, 6-3-02, election 8-13-02; Ord. No. 1011-02, §1, 12-9-02; Ord. No. 138-03, § 1, 2-24-03, election of 5-6-03.

Section 4. Examination of Cadets for Original Appointment.

- A. Upon successful completion of the public safety Cadet program, as determined by the Executive Director of Safety, the Cadet shall be subject to the qualification and examination requirements of Section C5.61 and C5.62 Section 9.3.11 of the Charter, and the qualification and examination requirements set forth in the Commission Rules; however, the publication requirements of C5.62 Section 9.3.8 shall not apply to the testing of Cadets. ^{5 6}
- B. Written and/or oral examination.
1. A Cadet who wishes to test must first meet all the requirements of the Department of Safety and meet all the minimum requirements of the Civil Service Commission. Cadet testing can be done entry-level applicants or separately at the request of the Department of Safety. Those who fail to pass the written test may retest after six months. The Cadet must be in good standing and must continue to meet and maintain all the requirements as established by the Department of Safety and Civil Service Commission.
 2. Any Cadets on the examination list who have not been placed on the relevant Cadet register by the expiration date of the then current civilian eligible register shall be required to take the new written and/or oral examination(s).
 3. A Cadet who has graduated from the Cadet program will maintain Cadet status for a period of twenty-four (24) months after the month of the graduation. No more than three test opportunities will be allowed. If the Cadet fails to pass the written examination or does not test during twenty-four (24) months after graduation, the Cadet status is no longer valid.
- C. Subsequent Testing phases. After the written and/or oral examination(s), the Cadet shall proceed through and must successfully pass all tests required by the Commission, as designated on the pertinent civilian entry-level examination announcement prior to original appointment. These test phases shall be the same as those administered to entry-level applicants applying to the same department.

⁵ **Charter Note:** Charter § C5.61; amended June 3, 1958; amended November 4, 1986; amended November 7, 2000; recompiled in 2002 as § 9.4.1

⁶ **Charter Note:** Charter § C5.62; derived from Charter of 1904 § 194; Amended November 4, 1986; amended November 7, 2000; amended May 8, 2001; Ord. No. 428-02, §1, adopted June 3, 2002 and passed at election Aug 13, 2002. Recompiled in 2002 as Charter § 9.3.9. Ord. No. 138-03, § 1, adopted Feb. 2, 2003 and passed at election May 6, 2003, repealed § 9.3.9 in its entirety. Re-enacted in part with amendments in § 9.3.1.

- D. Failing an examination phase. If a Cadet fails any phase of an examination, regardless of whether the Cadet has taken the test with the civilian group or by separate administration of the Commission, the Cadet shall not be eligible to retest for the position sought until a new examination for the position is administered to the general public. If a Cadet chooses to retest, the Cadet must retake all phases of the examination. The Executive Director of Safety may choose to resubmit the Cadet's name to the Commission according to the provisions of Section 5 below.

Section 5. Eligibility of Cadets for Placement on the Cadet Register.

The Executive Director of Safety shall provide the names of those Cadets who have successfully completed the public safety Cadet program to the Commission in writing within a reasonable period of time of advising the Commission of the starting date of a police or fire academy class. The status of eligibility of the Cadet is subject to change based on the performance of that Cadet in the public safety Cadet program.

Section 6. Cadet Eligible Registers.

- A. A Cadet's name shall appear, in the order as determined by the Civil Service Commission pursuant to C5.64 Section 9.3.11, on a register of persons eligible for appointment to the Police or Fire Department. The Cadet may choose upon which Cadet registers his or her name may appear. These registers shall be separate and apart from the registers referred to in C5.64 Section 9.3.11. These registers shall be continuing, with names added as persons successfully complete the public safety Cadet program. ⁷
- B. Removal of names from the Cadet register. A Cadet's name shall be removed from a Cadet register for any reasons stated in Rule VII, Section 7 of these Rules or if he or she no longer meets the qualifications for original appointment to the classified service, if he or she declines original appointment.

Section 7. Certification of Cadets.

Upon request, the Executive Director of Safety shall receive from the Commission, subject to the provisions of C5.79-3 Section 9.3.18, the number of names of the eligible Cadets., having the highest position on the Cadet register, from which one person shall be appointed for each position filled. ⁸

⁷ **Charter Note:** Charter § C5.64, *Register-Names remain one year*; derived from Charter 1904 § 196; amended November 4, 1986; amended November 7, 2000; Recompiled in 2002 as § 9.3.11; amended Ord. No. 138-03, § 1, 2-24-03, election of 5-6-03; amended election of 5-3-05.

⁸ **Charter Note:** Charter § C5.79-3; added May 16, 1989; amended November 2, 1993; amended November 7, 2000. Recompiled in 2002 as § 9.3.18(C); amended Ord. No. 428-02, § 1, 6-3-02, election of 8-13-02; Ord. No. 10-11-02, § 1, 12-9-02; Ord. No. 138-03, § 1, 2-24-03, elec. 5-6-03. It was repealed in election of 5-6-03 and re-enacted in part in § 9.3.18(B). A Charter requirement of selection of Cadets first for original appointment was repealed.

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