

RULE 16¹

PUBLIC SAFETY CADETS²

(Adopted March 27, 1998)

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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 Manager of Safety. Each cadet shall serve a minimum of two years in the program before becoming eligible to have his or her name placed on the cadet eligible register. The Manager of Safety shall determine which cadets have successfully completed the public safety cadet program as described in C5.79 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 Manager. All terms and conditions of the employment of public safety cadets shall be established by the Manager. 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 Manager of Safety, the cadet, including any person serving in a public safety cadet program on the effective date of this section, shall be subject to the qualification and examination requirements of Sections C5.61 and C5.62 of the Charter, and the qualification and examination requirements set forth in the Commission Rules; however, the publication requirements of C5.62 shall not apply to the testing of cadets.^{5 6}
- B. Written and/or oral examination.
 - 1. Each cadet shall have only one opportunity to take the written and oral examinations during the life of the eligible register for civilian or non-cadet applicants. If the cadet has taken the written and/or oral examination(s) with the civilians, that score shall be used on the cadet eligible register. If the cadet has not taken the written and/or oral examination(s) with the civilians, he/she shall take the written and/or oral examination(s) at a time designated by the Commission.
 - 2. Any cadets on the cadet 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. Cadets who have successfully completed the public safety cadet program and who have left the program shall be required to take the first entry-level examination(s) offered or the first entry-level test specially scheduled by the Commission for cadets or they shall lose their opportunity to be placed on the cadet eligible register. If a cadet who has successfully completed the public safety cadet program fails the first written examination offered pertaining to the department of the cadet's choice, the former cadet will have up to two more opportunities to take a written examination for placement on a cadet register at the time(s) the test is administered to civilian or non-cadet applicants, but in no event shall the cadet be allowed to have more than one opportunity to take the written and oral examinations during life of the eligible register for civilian or non-cadet applicants.

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 civilians 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 Manager 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 Manager 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, 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 Section C5.64. 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 or if he or she is passed over twice for original appointment as a result of the Manager's exercise of discretion pursuant to the rule of three.

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.

Section 7. Certification of Cadets.

Upon request, the Manager of Safety shall receive from the Commission, subject to the provisions of C5.79-3, the number of names equal to the number of cadets to be hired plus two, if there may be so many, having the highest position on the cadet register, from which one person shall be appointed for each position filled.⁸

Section 8. Original Appointment of Cadets.

With respect to any group selected for original appointment in the classified service as provided in Section C5.65, cadets on the register described in Subdivision C5.79-2 shall be selected first up to a maximum of twenty-five percent of the total number of appointments; the remainder of appointments shall come from the register described in Section C5.64. Nothing herein shall restrict the Manager of Safety from making appointments to the classified service as provided in Subdivisions C5.65-1, C5.65-2, and C5.65-3.^{9 10 11 12}

END

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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.

⁹ **Charter Note:** Charter § C5.65, *Filling positions-Commission to certify three names*; Charter 1904 § 197; amended November 4, 1986; amended March 25, 1991; amended November 2, 1991; amended November 2, 1993; amended November 7, 2000. Recompiled in 2002 as § 9.4.2; Ord. No. 138-03, adopted Feb. 2, 2003 and passed at election May 6, 2003, repealed section 9.4.2 in its entirety. It was re-enacted in part in § 9.3.11.

¹⁰ **Charter Note:** Charter § C5.79-2; added May 16, 1989; amended November 7, 2000. Recompiled in 2002 as § 9.3.18(B); 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. Provisions regarding the Cadet Eligible Register were repealed and re-enacted in part in § 9.3.11.

¹¹ **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.

¹² **Charter Note:** Charter § C5.65-1, *Reemployment*; added March 25, 1991; amended Ord. No. 138-03 § 1, 2-24-03, election of 5-6-03. Recompiled in 2002 as § 9.4.3.

Charter § C5.65-2, *Appointment of certified peace officer*; added November 2, 1993; amended September 6, 1994; amended Ord. No. 699-02 § 1, adopted 9-03-02, election of 11-05-02; Recompiled in 2002 as § 9.6.9. Ord. No. 138-03 § 1, adopted 2-2-03, and passed at election 5-6-03 repealed section 9.6.9 in its entirety. Reenacted in part in Charter § 9.3.11, and § 9.3.11(E)(i).

Charter § C5.65-3, *Appointment of a reserve police officer*; added November 2, 1993; amended September 6, 1994. Recompiled in 2002 as § 9.6.10. Ord. No. 138-03 § 1, adopted 2-2-03, and passed at election 5-6-03 repealed section 9.6.10 in its entirety. Reenacted in part in Charter § 9.3.11, and § 9.3.11(E)(ii).

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