

**RULE 4**

**APPLICATIONS FOR ORIGINAL APPOINTMENT** <sup>1 2</sup>

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<sup>1</sup> **Commission Rule Note:** See also, Rule 3, *Qualifications For Original Appointment*.

<sup>2</sup> **Editor’s Note:** The number designation of all Rules has been changed from Roman to Arabic numerals.

### Section 1. General Applications.

Applications for examination for original appointment to a position in the classified service shall be presented to the Commission or its designee in a prescribed form.

*(Adopted March 27, 1998) (Amended October 27, 2000)*

### Section 2. Lateral Entry Applications.<sup>3 4 5</sup>

An applicant for original appointment to the classified service of the Denver Police Department who is currently certified as a peace officer and who has a minimum of three (3) years of experience as a law enforcement officer may apply for original appointment through lateral entry. Applications for examination for original appointment on a lateral entry basis to a position in the classified service shall be presented to the Commission or its designee in a prescribed form.

*(Adopted March 27, 1998) (Amended October 27, 2000)*

### Section 3. Reserve Police Officer Entry Applications.<sup>4</sup>

An applicant for original appointment to the classified service of the Denver Police Department who currently is designated a reserve officer of the Denver Police Department may apply for original appointment through reserve police officer entry. Applications for examination for original appointment on a reserve police officer entry basis to a position in the classified service shall be presented to the Commission or its designee in a prescribed form.

*(Adopted March 27, 1998) (Amended October 27, 2000)*

### Section 4. Availability of Applications.

General, lateral entry, and reserve police officer entry applications for original appointment shall be furnished to applicants upon request by the Commission or its designee during the application periods designated by the Commission.

*(Adopted March 27, 1998)*

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<sup>3</sup> **Editor's Note:** More particular Departmental qualifications for application/appointment as a lateral entry into the Police Department are outlined in a Memorandum of Understanding between the Civil Service Commission, the Department of Safety, and the Denver Police Department. Per Charter § 9.3.11(E)(i), for a lateral entry appointment an applicant must meet all qualification standards established by the Commission and by the Department of Safety (and must receive written approval by the Chief of the Department and the Manager of Safety).

<sup>4</sup> **Commission Rule Note:** See also Rule 17, *Original Appointment – Special Categories*.

<sup>5</sup> **Editor's Note:** In the election of May 3, 2005, Charter § 9.3.11(E)(iii) was adopted and it provides also for application/appointment to the Fire Department as a lateral entry pursuant to a duly approved intergovernmental agreement. See also Rule 17, *Original Appointment – Special Categories*.

**Section 5. Rejection of Applications.**

*(Adopted March 27, 1998)*

- A. Applications shall be reviewed carefully and the Commission may reject any application for cause. The reason or cause for rejection of an application shall be available to the applicant upon request.  
*(Amended October 27, 2000 – Previously in sub-section C)*
- B. Applications may be rejected for failing to meet the stated requirements or minimum qualifications of the position sought, to include any failure to meet the minimum qualifications or requirements under Rules 3 and 4 herein. Applications may also be rejected for any failure to follow the rules or regulations set forth by the Commission.  
*(Amended October 27, 2000 – Previously in sub-section A)*
- C. It is the applicant's responsibility to insure that all application related forms, including personal history forms, are properly completed. Any application related forms shown to contain false or incomplete information may also result in rejection of an individual's application.  
*(Amended October 27, 2000 – Previously in sub-section B)*

**Section 6. Application Periods.**

*(Adopted March 27, 1998)*

- A. The Commission shall announce the opening of any general application period for an entry-level examination at least seven (7) days prior to the first application date, and fourteen (14) days prior to the first examination date. The Commission shall announce the end of any general application period for an entry –level examination at least fourteen (14) days prior to the final application date. However, the Commission may for good cause extend or reduce either of the aforesaid time periods with regard to any particular entry-level examination when the circumstances so warrant.  
*(Amended October 27, 2000)*
- B. The Commission or its designee shall advertise all application periods for examinations for original appointment in one or more of the city's major newspapers and any other media deemed appropriate by the Commission  
*(Adopted October 27, 2000)*

**Section 7. Applications Kept on File.**

*(Adopted March 27, 1998)*

The date and time of receipt shall be documented for each application. All applications shall be initially processed after receipt and shall remain active until the next examination is given, or for a minimum of 6 months. An application that has been accepted and filed with the Commission shall become the property of the Commission and shall be retained for a minimum of three years.  
*(Amended October 27, 2000)*

**Section 8. Recruiting Applicants for Original Appointment.**<sup>6</sup>

*(Adopted March 27, 1998) (Amended October 27, 2000)*

A. Any Commission responsibility for recruiting for original appointments is delegated to the Manager of Safety. Therefore, the Manager shall have the responsibility to ensure that, before and during the application periods for original appointment, an active recruitment program is maintained for the Police and Fire departments for the purpose of identifying qualified potential applicants, and for soliciting applications from individuals qualified for entry-level positions. A concerted effort should be made to actively recruit qualified women and minorities for both departments.

*(Amended October 27, 2000)*

B. In any of its advertising related to entry-level recruiting, the Commission or its designee will make a concerted effort to include media directed toward women and minorities.

*(Amended October 27, 2000)*

**Section 9. Solicitation of Preferential Treatment Prohibited.**

*(Adopted October 27, 2000)*

Solicitation or attempted solicitation of preferential treatment in connection with any application or testing for original appointment, or approval 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. 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.

**END**

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<sup>6</sup> **Editor's Note:** This section was previously titled *Solicitation Of Applications*.