



COMMISSION MEMBER GUIDE

Civil Service Commission (CSC)
City & County of Denver

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About the Agency

Welcome aboard! The Denver Civil Service Commission was established in 1904. We are an independent agency overseen by a Board of Commissioners and governed by the City Charter and Commission rules. The Board of Commissioners is composed of five civilian members. The mayor appoints two members; City Council appoints two members; and one member is nominated by the mayor, subject to the approval of the City Council, and is appointed by ordinance. Commissioners are compensated for each meeting or official function attended.

By City Charter, the duties and responsibilities of the Civil Service Commission include:

- Foster and maintain a merit personnel system for the classified service of the Denver Police and Fire Departments.
- Adopting and enforcing rules related to Charter mandated duties, powers, and responsibilities.
- Examining, screening and certifying applicants for original appointment to the Classified Service within the Denver Police and Fire Departments.
- Examining and certifying candidates for promotional appointment to the Classified Service within the Denver Police and Fire Departments.
- Hearing disciplinary appeals of classified members.
- Conducting investigations into matters involving the administration and enforcement of the Charter and Commission Rules.

Mission

The Commission will adhere to the City Charter, the City's Code of Ethics, and we will endeavor to certify the best qualified candidates for employment and promotions that represent the diversity of the community we serve. This will enable the Commission to not only meet but exceed our responsibilities to the Mayor, City Council, Denver Police and Fire Departments, respective unions, employee organizations and the Citizens of Denver.

The Denver Civil Service Commission through its appointed Commissioners, Executive Director, and respected staff do hereby affirm our Mission Statement.

Purpose

The Commission is responsible for administering the testing process for entry-level and promotional positions within the Denver Police and Fire Departments, policy administration, and hearing disciplinary appeals of classified members.

Vision

To be a model CSC that embodies transparency, trust, and collaboration by delivering exemplary candidates for a safer Denver.

Values

- Integrity – we maintain an unbiased, impartial, and honest candidate selection process.
- Collaboration – we build strong relationships and remain open to suggestions, critiques, and ideas.
- Transparency – we are honest and forthcoming about our processes and maintain accountability of our outcomes.
- Efficiency – we adapt our processes to make the best use of time and resources and ensure a candidate’s optimal experience.
- Equity – we strive to eliminate barriers and afford fair treatment, access, and opportunity.

Equal Employment Opportunity

It is the policy of the Civil Service Commission (“Commission”) that its employees, contract employees, temporary workers, and applicants for employment or promotion with the Commission or Classified Service of the Denver Fire Department or Denver Police Department have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived race, color, creed, national origin, ancestry, sexual orientation, physical or mental disability, age, gender/sex (including pregnancy, childbirth, or caregiver status), marital status, military status, religion, political affiliation, or any other basis protected by federal, state, or local law or regulation.

Policies and Procedures

[Denver City Charter Article IX Part 3 § 9.3.2](#) describes the qualifications and appointment, terms, and composition for Commission members.

[Civil Service Commission Rule 2](#) describes the powers, duties, purposes, and compensation of the Commission as well as the overall organization of the agency.

Information relating to the Civil Service Commission including all Commission Rules, meetings, annual reports, and job announcements may be found in the agency's website at www.denvergov.org/civilservice. Each member is expected to be familiar with Commission Rules.

Newly appointed members of the Commission must submit a completed W-9 and ACH Authorization forms to CSC.Vendor@denvergov.org no later than ten (10) business days from appointment effective date. It may take up to three (3) business days to set up the new member in Workday as a vendor.



fw9.pdf



ACHAuthorization.pdf

Members of the Commission shall receive a stipend in an amount not to exceed one hundred dollars (\$100) per attendance at an official meeting/function and shall be reimbursed for necessary expenses incurred in connection with the work of the Commission.

The agency adheres to Denver's Open Meetings law under [Denver Revised Municipal Code \(D.R.M.C.\) Article III](#) alongside any adopted rules described in [Commission Rule 2 Section 3](#).

The Commission, in establishing requirements for candidates and its administration of examinations, give appropriate consideration to the [Uniform Guidelines on Employee Selection Procedures](#), as updated and amended.

The Commission, in establishing requirements for law enforcement candidates, adheres to the [Colorado Peace Officer Standards and Training \(POST\) certification requirements](#).

Commission members should consider all board-related communications to be potentially releasable, including records kept on a personally owned, private computer and phone device. In general, any email correspondence to or from an email address ending with @denvergov.org, as well as documents held by City and County of Denver employees are subject to CORA. Board business should already be a matter of public record as per the Denver Open Meetings Law, but [Colorado Open Records Act \(CORA\)](#) further secures public access.

Member Expectations

Aside from gaining familiarity with Commission rules and processes, the most important and time-consuming responsibility of a commissioner is to review candidate files and ensure attendance during commission meetings to be able to vote on these candidates. Commissioners review on average, 20-30 candidate files 3-5 days before a scheduled Commission meeting. Commission meetings happen at least twice per month (2nd & 4th Wednesday) between 3PM-4PM.

- Attendance - Members shall make every effort to attend, whether in person or telephonically, all meetings of the Board and meetings of Board committees on which they serve.
- Participation - Members shall review all materials provided at or in advance of meetings of the Board. Each member shall sufficiently familiarize themselves with the business of the Board to facilitate active and effective participation in the deliberations of the Board.
- Commitment - Members shall demonstrate an interest in the purposes and activities of the Commission and must be willing to donate their time, advice, skill, energy, and support to advance the Commission's purposes and activities.
- Responsiveness - Members shall respond to requests for information or input in a timely manner.
- Training - Members shall complete all required training(s).
- Ethics and Conflicts of Interest - Members are subject to the Code of Ethics under [D.R.M.C. Chapter 2, Article IV](#). Members shall familiarize themselves with and adhere to the Code, including its provisions governing conflicts of interest. If a member has an actual or potential conflict of interest (which includes being a party to a proposed "related party transaction" as defined by the Code), the member shall promptly inform the Chair of the Board (or, if the Chairperson of the Board has the conflict, then the Vice-Chair). Members shall recuse themselves from any discussion or decision by the Board that involves or affects their personal, business, or professional interests.

Job Analysis & Candidate Review

The agency collaborated with one of our current psychological assessment vendor and department Subject Matter Experts (SME) between December 2024 through January 2025 to conduct a **job analysis** for Police, Fire, and EMT positions. The purpose was to establish an efficient, effective, and legally defensible psychological pre-employment screening program to ensure (to the extent possible) that the agency, DPD, DFD, DOS, and the psychologists have a shared picture of the characteristics, qualities, traits, and abilities necessary for a prospective recruit for Denver Police, Fire, and EMT.



Job Analysis Report
for Police-Denver Civi



Job Analysis Report
for Firefighter-Denver



Job Analysis Report
for EMT and Paramec

Based on Commission Rules, as well as federal/state/local laws, the Commission review candidates against **disqualifying criteria**.



CSC Disqualifying
Chart - updated 4 21

Candidate review process:

- Executive Director or designee sends a Microsoft form link to the Commissioners the week before a scheduled Commission meeting (either Wednesday COB or before 12NN Thursday). Same Microsoft form link is sent to the Commissioners via text. The form can be accessed online or via mobile device.
- Survey responses are due the day before scheduled Commission meeting (Tuesday).
- Executive Director or designee sends all the Commissioners a copy of the survey results before 12NN of the scheduled Commission meeting (Wednesday).
- Commissioners need to review documents in the attachment tab in Workday associated with current application. (Polygraph, Job Suitability Assessment (JSA/non-medical psych), and Background Investigation Report).
 - Preliminary Review section – candidates received an “unsuitable” determination during JSA.
 - Deliberative Review section – candidates passed all hiring steps, and CSC has completed a pre-employment background investigation.
- At Public Commission meeting – Commissioners vote to pass/fail (or hold) candidates.

Logistics and Setup

Status	Task	Facilitator
<input type="checkbox"/>	Obtain workday access and City & County of Denver email address	Executive Director or designee
<input type="checkbox"/>	Introductory meeting with members of the Commission	Board Chair or Vice-chair
<input type="checkbox"/>	Introductory meeting with Executive Director	Executive Director
<input type="checkbox"/>	Tour of the Civil Service Commission office and introduction to staff	Executive Director
<input type="checkbox"/>	Training: Workday & Candidate File Review	Executive Director
<input type="checkbox"/>	<p>Access required courses for appointees:</p> <ul style="list-style-type: none"> • New Employee Orientation (not all content may be applicable) • Respectful Workplace • Sexual Harassment Prevention • Standard Response Protocol • Active Shooter Awareness • Emergency Evacuation training • Ethics and Public Accountability • Security Essentials • Introduction to Phishing 	Self
<input type="checkbox"/>	<p>Access recommended/annual courses in Workday through learning applet</p> <ul style="list-style-type: none"> • Active Shooter Preparation • Cybersecurity Awareness Training 	Self
<input type="checkbox"/>	Optional: Introductory meeting with the Executive Director of Safety	Executive Director
<input type="checkbox"/>	Optional: Introductory meeting with the Chief of Police	Executive Director
<input type="checkbox"/>	Optional: Introductory meeting with the Chief of Fire	Executive Director
<input type="checkbox"/>	Optional: Introductory meeting with Local 858	Executive Director
<input type="checkbox"/>	Optional: Introductory meeting with Police Protective Association	Executive Director

Resources & Contacts

[Denver Revised Municipal Code \(D.R.M.C.\)](#)

[Denver Department of Public Safety](#)

[Denver Police Directory](#) (Organization Structure)

[Denver Police Operations Manual](#)

[Denver Police Discipline Handbook](#)

[Denver Police Recruitment](#)

[Denver Police Protective Association](#)

[Denver Fire Department](#)

[Denver Fire Recruitment](#)

[Denver Mayor's Office](#)

[Denver City Council Members and Contact Info](#)

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