



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](http://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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# INFORMATIONAL SUMMARY

## QUESTIONS

If you have questions not covered in this booklet, call the Civil Service Commission office at (720) 913-3371 or email [CSCinfo@denvergov.org](mailto:CSCinfo@denvergov.org) (Monday-Friday, 7:00 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, 2025:

Police Officer Recruit: \$71,633

**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, 2025:

2 <sup>nd</sup> Grade (PO2):	\$88,164
1 <sup>st</sup> Grade (PO1):	\$110,204

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

## FIRE AND POLICE PENSION ASSOCIATION

Denver Fire and Denver Police offer a variety of benefit options, including a pension plan through the Fire and Police Pension Association (FPPA). For more information on the FPPA Statewide Defined Benefit Plan, please visit: <https://fppaco.org/benefits.html>. For more details regarding benefit plan offerings, please visit the Denver Fire and Police websites.

## 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](http://www.denvergov.org/civilservice).

Additionally, you may visit the Department of Safety's recruitment website at: [www.denverpolicerecruit.com](http://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 timelines 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 timelines 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](http://www.denvergov.org/civilservice).

## BASIC MINIMUM QUALIFICATIONS

**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:** 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 “4<sup>th</sup> 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 “1<sup>st</sup> 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](http://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 MARIJUANA – PAST 1 YEAR:** Any individual who has illegally used, purchased, or possessed marijuana, including any products or edibles containing marijuana, medical marijuana, or synthetic marijuana at the time of 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 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 the City and County of Denver's website for the continuous application.

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 City and County of Denver's Job Center at [https://denver.wd1.myworkdayjobs.com/CCD-denver-denvergov-CSC\\_Jobs-Civil\\_service\\_jobs-Police\\_Jobs-Fire\\_Jobs](https://denver.wd1.myworkdayjobs.com/CCD-denver-denvergov-CSC_Jobs-Civil_service_jobs-Police_Jobs-Fire_Jobs) 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 with NTN.**

**TESTING:** Once your application has been submitted **AND** if you do not receive a disqualifying notification immediately after completion, you may schedule to take the *Frontline National - Law Enforcement Test* with the National Testing Network (NTN) for a required. Please visit the link below for scheduling:

<https://nationaltestingnetwork.com/publicsafetyjobs/search.cfm?position=1&state=All+States>

**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:** Virtually or at a designated testing location.

**PICTURE IDENTIFICATION REQUIRED TO TEST:** A government issued identification is required to gain admittance into all National Testing Network tests and screening appointments.

**LENGTH OF TEST:** Applicants should plan on spending 30-40 minutes to complete the test.

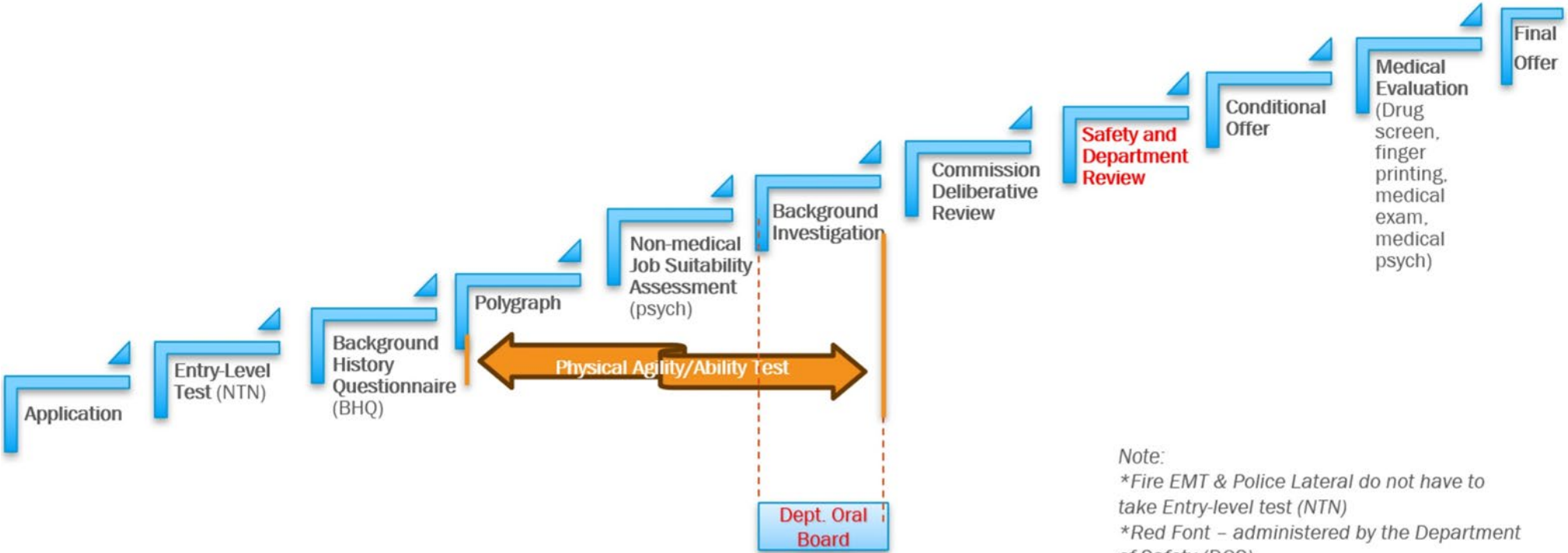
## **STUDY GUIDE**

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 <https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-law-national.cfm>

## **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.

# Civil Service Commission Hiring Process



Note:  
\*Fire EMT & Police Lateral do not have to take Entry-level test (NTN)  
\*Red Font – administered by the Department of Safety (DOS)

## EXAMINATION AND SCREENING PHASES

### **WORKDAY APPLICATION:** *Qualified or Not Qualified*

To sign up for a test appointment, an application must be completed online at <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Job-Center>. To test, applicants must meet the minimum qualifications noted in this booklet.

### **COMPUTERIZED WRITTEN TEST:** *Pass or Fail*

The National Testing Network test will be administered to all applicants virtually or at a designated Testing Center.

A Police Officer Written/Video Test Applicant Orientation and Study Guide is also available through <https://nationaltestingnetwork.com/publicsafetyjobs/ntn-test-law-national.cfm>.

### **LAW ENFORCEMENT TESTING SYSTEM (FRONTLINE NATIONAL):**

The overall passing scores for the Frontline National Test are:

- Written Test Score: 50.00%
- Reading Test Score: 50.00%

Final Written Test Score – each test component will be weighted equally at 50%. It is required that a candidate passes each of the test component.

Minimum Passing Score for each component – maintaining the current passing score, 80% (weighted average).

**FAILING THE WRITTEN TEST:** Applicants who fail the Written Test may retest on or after ninety (90) days from the date of their failed Frontline National Test, but only during an open application period.

**ELIGIBILITY TO REAPPLY/RETEST:** Provisions for reapplying and retesting are dependent on applications being accepted. If you have questions regarding when you are eligible to reapply and retest, call the Commission office at (720) 913- 3371.

Please see the Entry Level Police Testing Requirement Flow Chart on the Civil Service website.

### **TEST/FINAL EXAMINATION SCORE:** *Ranking*

#### **Multiple-Choice Reading Test**

The multiple-choice reading test is designed specifically for law enforcement officers, a job requiring ongoing study of difficult and technical materials. This test is based on actual job materials. Candidates will be required to choose a word that best fits in the blank.

Your Final Weighted Exam Score is your Frontline National 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 need 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:**

- o **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.
  
- o **DENVER SHERIFF PREFERENCE POINTS:** A Deputy Sheriff who has worked for the Denver Sheriff Department for at least three years (in a uniformed role) may be awarded a maximum of five (5) special skill points for those who pass the entry-level Police exam. The Deputy Sheriff must not have any active internal affairs cases, nor any discipline rising to the level of suspension within the last two years. The Deputy Sheriff must have also received a performance rating of at least successful or greater for the past two years. The Executive Director of Safety must approve the Deputy Sheriff’s request in order to receive the preference points and inform the Commission of this approval.
  
- o **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 “Advanced” oral communication and reading comprehension 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 “advanced”, they will receive five (5) special skill preference points.

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 31-33.

**THE FOLLOWING PHASES ARE REQUIRED ONLY IF APPLICANTS ARE SELECTED FOR FURTHER TESTING AND SCREENING**

**BACKGROUND HISTORY QUESTIONNAIRE: *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 QUESTIONNAIRE:** 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.

**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" at this phase, will be removed from processing and can **reapply after two years** from the date of the initial application.

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 a no-call/no-show fee is paid.

**WRITTEN SUITABILITY ASSESSMENT: *For Psychologist 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.

**SUITABILITY ASSESSMENT/INTERVIEW: *Suitable, Marginally Suitable, Unsuitable***

Applicants will be interviewed by a licensed psychologist retained by the Commission.



The application documents and Background History Questionnaire, 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:** At this phase any applicant deemed "unsuitable" by the psychologist, will be submitted to the Civil Service Commissioners for additional review. Upon the Commissioners' review of the report, it will be determined whether an applicant moves forward in processing. An applicant who is not moved forward by the Commissioners will be removed from further processing and prohibited from reapplying to either the Denver Fire Department or the Denver Police Department and can **reapply one year** from the date of the initial application.

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 a no-call/no-show fee is paid.

**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.

**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](http://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.

**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 “unqualified” at this phase, will be removed from processing, and can **reapply after two years** from the date of the initial application.

**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.

**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 “unqualified” at this phase, will be removed from processing and can **reapply after two years** from the initial date of application.

**\*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 after two years** from the date of the initial application.

### **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. 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 Written 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 awarded to an applicant based on particular **foreign language oral proficiency or sign language proficiency**. 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 and reading 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 and reading 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 tests for Special Skill Preference Points in over 30 languages.

An applicant who passes the Entry-Level Police Officer test and who is rated “**advanced**” in the supplemental testing will receive five (5) Special Skill Preference Points. 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 from the date of results.

The assessment of an applicant's level of foreign language expertise is based on his/her ability to communicate orally (speech and comprehension) and demonstrate reading comprehension. 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:
    - Can understand and express simple sentences in the present tense
    - May occasionally use other tenses
    - Range of vocabulary is limited to elementary needs and some basic courtesies.
    - Can read only isolated words and phrases such as names, maps signs and some items on menus.
- **Intermediate:**
  - **Would not qualify for points.** An applicant's skill in speaking and understanding the target language demonstrate; or the sign language skills demonstrate:
    - Can use and understand present, past and future tenses with some errors.

- May have trouble with a native speaker's normal pace.
  - Can participate in a conversation on basic subjects, but not in general conversation. May not understand normal native rates of speech.
  - Sufficient reading comprehension to handle simple texts containing familiar subject matter.
- **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 participates in in-depth conversations at a normal rate of speech
    - Uses context of the discussion to figure out slang or idioms
    - Can express themselves over a broad range of topics
    - May have a noticeable accent
    - May make grammatical errors with advanced tenses, but errors will not cause misunderstandings to native speakers
    - Has a high range understanding texts in various forms including newspaper articles, simple reports and routine correspondence

If you are called on for further processing, as appropriate, you may be notified by the Civil Service Commission when subsequent Special Skill Preference tests will be administered.

## **SPECIAL SKILL PREFERENCE POINTS - DENVER SHERIFF**

A Deputy Sheriff who has worked for the Denver Sheriff Department for at least three years (in a uniformed role) may be awarded a maximum of five (5) special skill points for those who pass the entry-level Police exam. The Deputy Sheriff must not have any active internal affairs cases, nor any discipline rising to the level of suspension within the last two years. The Deputy Sheriff must have also received a performance rating of at least successful or greater for the past two years. The Executive Director of Safety must approve the Deputy Sheriff's request to receive the preference points and inform the Commission of this approval.



## **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**

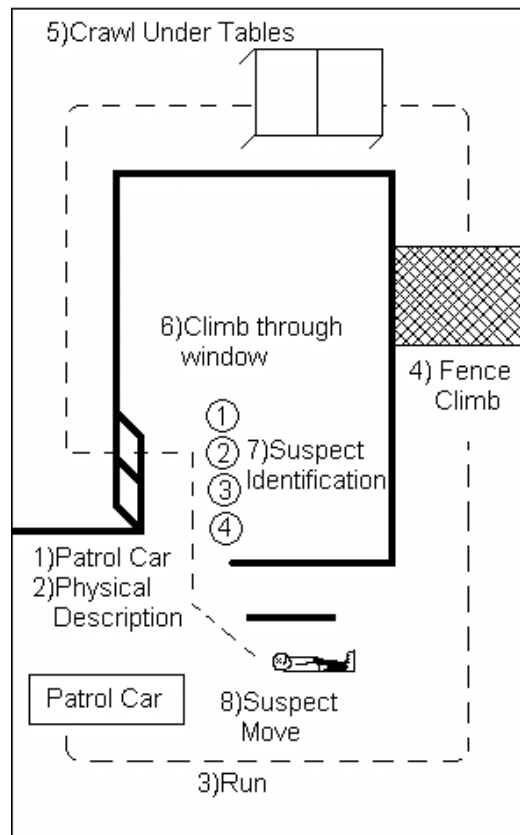
The test will require an applicant to complete several specified physical tasks in a given sequence within an allotted time frame. An orientation is conducted prior to testing.

### 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.

- 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. To begin the test, the applicant will sit in a chair next to a test monitor and await the description of the felony suspect.
  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.

An applicant who can complete the entire series of events successfully, in proper sequence, **within sixty-three (63) seconds**, passes the test. Below is a sample map illustrating the entire test sequence.



## **DENVER POLICE ACADEMY RECRUIT POLICE OFFICER TRAINING PROGRAM**

The Entry-Level Recruit training program consists of 25-28 weeks of instruction at the Denver Police Academy. A Lateral-Entry only academy may consist of 15-28 weeks based on the academy and hiring needs for the department. Academy training is a stress-based program and 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 Statues 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](http://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 \$2000.00. Within approximately one month of employment Recruits receive a \$1200.00 voucher toward the purchase of soft body armor, and a uniform and equipment allowance in the amount of \$850.00. (Rev. March 2025)

## Job Description – Police Officer

(Prepared by Denver Police Department – Rev. 4-18-2023)

**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

- **Nature of the Work**

General responsibilities include promoting public safety by protecting lives and property, preventing crime, investigating criminal acts and motor vehicle crashes, enforcing criminal and traffic laws, and responding to incidents requiring police intervention or assistance. See further details within *Examples of Essential Duties, Physical Requirements, Required Knowledge, Skills, Abilities, and Other Characteristics, Working Environment and Conditions, Career Opportunities, and Minimum Qualifications.*

A more detailed listing of essential functions, knowledge, skills, abilities, and other characteristics is provided in Appendix A.

- **Examples of Essential Duties**

Denver police officers, without bias and while upholding the constitutional rights of all persons, adhering to the *Law Enforcement Code of Ethics* and the *Denver Police Department's Mission, Vision, Values and Guiding Principles*, will engage in a variety of duties and responsibilities including but not limited to the following:

- Successful completion of basic and ongoing in-service training.
- Understand and adhere to the policies and procedures of the Denver Police Department.
- Wear the approved police uniform and equipment items.
- Deliver courteous, respectful, and compassionate service.
- Promote public safety through visible vehicle and foot patrol.
- Crime prevention through visible deterrence and respectful community interaction.
- Effective and professional communication:
  - Verbally in-person with community members, department members, and other persons under normal and stressful conditions.
  - Via police radio under normal and stressful conditions.
  - Via text message, email, and other electronic media.
- Safe and effective operation of a police motor vehicle under normal and emergency conditions.
- On-sight actions and intervention in response to crimes in progress, emergencies, traffic violations and situations adversely affecting public safety.
- Competence in the operation of applicable technology, equipment items, and non-lethal / lethal weapons.
- Response to calls for service assigned via police radio or community contact.

- On-scene preliminary investigation of prior and in-progress incidents and crimes:
  - Stabilization of scenes and protects / gathers physical evidence.
  - Interview witnesses, crime victims and persons suspected of criminal actions.
  - Based on probable cause arrest persons suspected of law violations.
  - Response coordination of police personnel, emergency medical and fire personnel, and allied responders / service providers.
- Render physical aid to community members and fellow officers.
- Effective and professional documentation of incidents, investigations, and official actions through electronic generated reports, hand-written reports, and body-worn digital camera recordings.
- Arrests persons subject to criminal investigations and warrants.
- Enforcement of municipal and state criminal / traffic violations.
- Application of de-escalation tactics when practical and appropriate.
- Utilization of approved and effective tactics and procedures to appropriately address and resolve diverse situations such as crimes in progress, disturbances, motor vehicle crash scenes, traffic disruptions, critical incidents, civil disputes, and crowd management.
- Utilization of appropriate and lawful physical force to overcome resistance to arrest, and in defense of self or others.
- Render first aid to the level trained.
- Transport:
  - Evidence and property to established repository center.
  - Arrestees to detention facilities.
  - Community members under limited circumstances.
- Participation in police-community events such as public meetings, presentations, and other gatherings.
- Courtroom testimony.
- Adhere to established chain-of-command.
- Coordinate with civilian and sworn employees throughout the agency to accomplish the police department's mission.

- **Physical Requirements**

Denver police recruits undergo a strenuous fitness and skills training regimen within the police academy to prepare them for the challenge of police service. Conditioning and skills instruction includes but may not be limited to strength and cardio training, flexibility, arrest control and defensive tactics, firearms, various physical tactics, functioning while exposed to a chemical irritant, and basic and emergency operation of a police motor vehicle.

In-service police officers may be required to perform strenuous physical activity for prolonged periods. Denver police officers must maintain sufficient physical conditioning and skills to effectively perform the essential functions.

- **Required Knowledge, Skills, Abilities, and Other Characteristics**

**Knowledge**

Upon successful graduation from the Denver Police Academy and completion of the police training officer program, newly appointed officers must possess the knowledge, skills, and abilities to effectively carry out diverse and challenging public safety duties as noted within this job description, training curriculums, and as stipulated by department policies and procedures.

**Skills**

Various skills are required of Denver police officers, including but not limited to interpersonal, teamwork, spatial, verbal communication, reading comprehension, decision-making, general problem solving, writing, physical coordination-stamina-strength, and time management.

- Possess the emotional intelligence to willingly receive feedback and recognize opportunities for improvement.
- Resolve conflict in multiple situations.
- Clearly articulate and thoroughly describe details associated with various police contacts.
- Train and learn in a problem-based learning environment.

**Abilities and Other Characteristics**

Denver police officers adhere to ethical actions, stipulated policies and procedures, and must:

- Evaluate and analyze situations, apply knowledge, and decide the most appropriate course of action.
- Assimilate, interpret, remember, recall, relate, and act upon facts and details heard and observed.
- Follow oral and written instructions.
- Display appropriate demeanor and interpersonal behaviors to effectively deal with a wide variety of people, both supportive and adversarial.
- Maintain effective working relationships with department members and various public and private entities.
- Function with integrity, honesty, respectfulness, self-control, flexibility, and confidentiality.
- Employ ethical decision making in all police actions.
- Utilize the Denver Police Department Decision Making Model.

- **Working Environment and Conditions**

Upon graduation from the police academy, officers are assigned to a district police station. General work schedules are determined by the Chief of Police and senior command staff based on department and community needs. Specific shift assignments are determined at the district level. The department operates 24 hours per day, 7 days per week. Eight-hour and ten-



hour shifts are the most common schedules utilized, but changes and adjustments can occur. Shift preference is generally determined by seniority. Weekend, evening, and holiday work is required.

Denver police officers are required to comply with grooming and uniform standards and some duties may require specialized protective equipment. Officers may work in a solo patrol assignment or with a partner, and at times may have limited supervision. This position often requires working under adverse or hazardous conditions and can involve weather extremes.

- **Career Opportunities**

Denver police officers who successfully complete probation and who have attained appropriate seniority may apply for a variety of specialized assignments. Selection is in part based on work performance as well as department needs. As the largest law enforcement agency in the State of Colorado, the Denver Police Department offers the greatest diversity of assignments and opportunity for promotion.

- **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.

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**Police Officer Job Description - Appendix A (Revised 4-12-23)**  
**List of Essential Functions, Knowledge, Skills, Abilities, Personal Characteristics and Other Characteristics for the Job of Denver Police Officer**

**FUNCTIONS**

**Patrol Preliminary Field Investigation**

- **General Duties**
  - **Criminal Response and Investigations**
  - **Crime Prevention**
  - **Community Service**
- 
- Reports to work on time and when scheduled.
  - Adheres to uniform and grooming requirements.
  - Patrols assigned geographic area including residential, business, industrial, schools, playgrounds, parks, recreation centers, etc.
  - Assesses the location of a reported alarm or in-progress criminal activity to determine the most appropriate tactical approach, 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).
  - Assesses 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. Assume one or more scene assignments as needed.
  - Detects in-progress criminal activity, notes person and vehicle descriptions, sequence of events, and the elements constituting a crime to determine assistance needed. Takes appropriate action.
  - Speaks over police radio to communications personnel, or uses mobile data terminal or other process, to request registration check of vehicles, providing license or vehicle identification number data, or warrant checks of persons, providing name, date of birth, physical characteristics, and last known address.
  - Verbally provides accurate, timely, and complete information to police and communications personnel to describe in-progress criminal activity, pertinent suspect descriptions, direction and means of flight, weapons involved, and property or contraband in suspect's 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 identifying 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.
  - 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.

- 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.
- 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 an area, destination, and other questions related to reported or observed criminal or suspicious activity in accordance with established laws.
- Determines detained subject's condition (e.g., injured, intoxicated, drugged, sober) by analyzing physical aspects (e.g., pupils, steadiness, balance, speech) of the individual.
- Speaks to communications personnel via police radio, cell phone, or utilizes MDT, to describe subject detained and to request records or warrant data available on subject.
- Interviews suspect and when applicable advises of Miranda rights related to search, seizure, and arrest.
- Requests subject's compliance to a search or emptying of pockets, purse, wallet, or appropriate removal of applicable clothing items. With consent or in conjunction with lawful reasonable suspicion, probable cause, or search incident to arrest, uses hands to feel clothing and body of subject to search for weapons, contraband, and/or fruits of a crime.
- Observes injuries/wounds or signs of force to either persons or property to determine facts such as weapon or device used, criminal classifications, and criminal intent.
- 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 an 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 behavior, criminal history, police records, and responses of a subject of interest and/or discusses with appropriate department members to determine an approach for obtaining desired information.
- Procures and inspects forms 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 pertinent information.
- With lawful authority such as abandonment, reasonable suspicion, probable cause, or incident to arrest, conducts search of vehicles for weapon(s), contraband, or evidence of a crime.
- Searches for missing people.
- Inventories vehicles in accordance with department policy and procedure.
- In connection with a report of an explosive device, searches buildings, other structures, vehicles, or open areas to check for possibly involved packages, containers, or devices. Requests proper assistance when necessary.
- Climbs obstacles to gain a vantage point for investigation, observation, tactical consideration, or suspect apprehension.
- Advises witness and coordinates completion of field identification procedures according to protocol.
- Documents through notes and reports pertinent information in furtherance of criminal investigations in accordance with policies and procedures.
- Investigates:
  - Municipal ordinance and state statute violations (crimes against persons, property, and public order).
  - Drug related law violations.

- Suspicious persons and incidents.
  - Suspicious vehicles and those with possible connection to a known or reported crime. Through lawful investigative actions, attempts to determine whether it has been reported stolen, contains contraband, or is occupied by suspects.
- Reviews information on criminal activity in geographic area of interest or assignment (bulletins, reports, data analysis, etc.)
  - Locates witnesses to crimes.
  - Reviews records, databases, general occurrence reports, and photographs to aid with investigative process.
  - Checks property items through electronic databases such as CCIC/NCIC to determine whether they are reported as stolen.
  - Observes and analyzes characteristics, actions, and locations of persons and vehicles to be aware of suspicious activity. Notes those persons and vehicles which are new to the area.
  - Analyzes the scene of public safety hazard (criminal or non-criminal) and determines immediate or possible future action that may be required. May consult with department staff, supervisor, and subject experts. Refers non-police matters to appropriate agency. Directs persons responsible for public safety hazard (criminal and non-criminal) to complete corrective action required by law or ordinance and ensures that action has been completed and complies.
  - Maintains familiarity with laws, ordinances, and department policies for application during future incidents and actions.
  - Operates police vehicle and its equipment (in both emergency and non-emergency conditions) to perform a vehicle stop: traffic violation; vehicle or occupants identified or described to be in connection with an investigation by a law enforcement agency; and vehicle displaying a license plate number connected with a wanted person or vehicle. Uses the appropriate prescribed techniques of vehicle positioning, patrol unit lighting, and radio notice.
  - In accordance with official duties, laws related to search and seizure, and the policies of the Denver Police Department, conducts searches of persons, vehicles, and places.
  - In accordance with department policy, checks the condition and function status of assigned equipment.
  - When permissible by policy, law, and circumstance, may warn offenders in lieu of arrest or citation.
  - Advises vehicle owners to remove abandoned vehicles.
  - Transports prisoners.
  - Assists persons in need, particularly vulnerable populations such as the elderly, disabled, and children.
  - Safely evacuates persons from dangerous areas.
  - Escorts vehicles or persons.
  - Transports injured, disabled persons, or others in need.
  - Analyzes reported or known criminal activity to determine patrol procedure.
  - Patrols assigned area by foot or vehicle. Notes special or unusual activity, deters crime through visible presence and the associated greater likelihood of apprehension for criminal actions, and notes conditions which may enable increased opportunity for law violations or endangerment to public safety.
  - Consults with supervisor or other involved persons to discuss and plan work activities, nature of service complaints, problem areas, timeframes and other information related to deployment, existing resources, personnel, and possible corrective measures.
  - Maintains general awareness of physical layout and security devices of business and commercial facilities within assigned area.
  - Consults with area business owners, employees, and residents to assess the safety of their sites and practices. Provides possible corrective measures and crime prevention strategies.

- Uses flashlight or vehicle auxiliary lights to illuminate areas of possible criminal activity, apprehend persons evading arrest, read numbers and names on signs, structures, vehicles, documents, or property, and as needed to enhance officer and community safety.
- Identifies indications of tampering or unlawful entry of vehicles and structures, the time of occurrence, and the possible presence and number of suspect(s).
- Informs owner(s), employees, and/or subject(s) in or about an establishment or structure regarding suspected criminal activity or disturbances and the legal consequences.
- Inspects recovered property and identifies ownership, status of property (e.g., lost or stolen), or a means for positive identification.
- Transports recovered property to the Evidence and Property Section or to the owner when appropriate and within policy.
- Documents and submits recovered property in accordance with department policies and procedures and Evidence and Property Section protocol. Informs owner via telephone, in-person, or by mail that property is in storage at the police department.
- To maintain public safety and protect the rights of all persons, may observe public meetings and assemblies or civil disputes to prevent, detect, or respond to criminal actions.
- Informs persons requesting intervention in a civil matter of the role and limitation of police and refer to proper authority when appropriate.
- Discuss with persons involved in conflict situations the causes, points of compromise and agreement, and possible acceptable solutions, including additional police or other professional assistance.
- Reads maps and develops geographic familiarity with assigned areas including but not limited to streets, businesses, parks, schools, and highways.
- Provides lawful, clear, firm, and respectful communication directing persons to comply with police instructions, prevent or quell criminal disturbance activity at a public gathering (includes parties in private homes), and to disperse hazardous, potentially hazardous, or unlawful assemblies.
- May be assigned to deter unlawful activities at public gatherings through visible police presence.
- May be directed to use special equipment such as protective gear, less-lethal weapons and munitions, enhanced communication, and specific tactics in response to criminal activity at public gatherings.
- Advises public of directives restricting civil action or passage, and requests compliance.
- Assesses behavior of person in crisis and evaluates the danger to the person or others, the need for referred or immediate professional assistance, and what action or resources might be required to prevent or manage the behavior and maintain public safety. If applicable, speaks with person in crisis to encourage him/her to refrain from unlawful behavior. Officers may seek a person's voluntary mental health treatment or deem it appropriate to place the person on a 72-hour mental health hold.
- Collaborate with licensed mental health clinicians and Support Team Assisted Response (STAR) to provide appropriate resources and assistance to people in need.
- When necessary, may function as a certified language interpreter (with qualification) or request an interpreter to gather or exchange pertinent information.
- May be assigned to observe from vehicle or aircraft to search for a missing person during a search and rescue operation.
- Lifts and carries sick, injured, 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 move a victim or potential victim away from an immediate hazard to a position of relative safety.
- Renders aid to persons in need, including those with compromised or limited abilities to achieve or maintain personal safety. May request assistance from other DPD members or outside resources.

- Speaks to individuals and groups to discuss topics of community interest including but not limited to laws and ordinances, the public's rights and responsibilities, police activities, and crime prevention.
- May act as a department liaison with City and County officials, community groups, other government/police agencies, and stakeholders.
- 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.).
- Prepares for and conducts surveillance assignment with input and direction from supervisors and department members regarding methods, equipment, and vantage points.
- Lawfully monitors activities and conversations 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. Through established reporting procedures, documents the sequence of these events.
- Lawfully uses various equipment and vehicles to observe, record, and report suspected criminal activity.
- Communicates with business owners, employees, and residents within assigned area to foster a collaborative police-community relationship.
- Speaks with persons involved or suspected of involvement with criminal activity and their associates to develop information sources.
- Assesses persons for suitability to function as an informant.
- Analyzes information obtained from informants for validity and investigative value.
- Analyzes criminal activity and confers with appropriate personnel to determine the most effective method of conducting a valid search and seizure or arrest.
- Physically accesses vantage point, target, or observation post. When lawful and necessary uses physical force or equipment to effect entry into a structure to search persons and premises for material listed on warrant.
- Investigates child-welfare situations. May place a child into protective custody because of improper or non-effective parental control, unsafe living conditions, or being a danger to his/herself or others. Refers parent and/or juvenile to available treatment services or resources. Discusses alternatives to arrest.
- Informs juveniles and parents of applicable laws and encourages cooperative compliance to avoid formal enforcement.
- Issues citations for city ordinance and designated state law violations. Completes required associated reports.
- Informs persons of their lawful recourse in relation to being a victim of minor violations of laws and ordinances, or regarding general disputes.
- Assesses emergency call for service to determine and direct the number of personnel needed to respond, approaches to the scene, tactics and precautions, other agencies to be alerted, supervisors or support persons to be notified, and emergency medical equipment and other emergency equipment needed.
- Assesses known information of fleeing suspect's direction, means of flight, local surrounding geography, weapon possession, to make determinations regarding perimeter or interception points, escape routes, adjoining agencies to be notified, search patterns to initiate, or special weapons needed.
- Using appropriate and effective communication method, directs suspect's actions and movement to achieve compliance without resistance or violence.
- Uses lawful, appropriate, and necessary force to apprehend suspects, overcome resistance to arrest, and to defend his/herself, community members, and other officers.

- Analyzes violent incidents to determine suspect identity, force type, weapons used, and strategy for investigation and apprehension.
- Transmits, receives, and monitors communication over police radio (vehicle and portable radio traffic) and mobile data terminal. Uses police radio to report and coordinate non-emergency and emergency situations with police dispatchers and other police officers and personnel.
- In accordance with current laws and department policies, evaluates circumstances and makes appropriate decisions in determining if there is a need to apply force to overcome resistance to arrest or in defense of self or others. Based on totality of circumstances uses appropriate degree of force, which may include empty hands, restraint techniques, chemical agents, neuromuscular incapacitation, impact weapon, less-lethal munitions, and firearms.
- In accordance with department training and policies and procedures, operates police vehicle and its equipment to effect high-risk vehicle stop or to conduct a vehicle pursuit.
- Conducts searches of persons, vehicles, and places in accordance with laws and department policies. Searches may reveal and result in the recovery of weapons, contraband, stolen property, and evidence related to criminal investigations.
- Searches, handcuffs, guards, and escorts arrestees or suspects to transport vehicles to maintain public safety and to prevent escape or further criminal activity.
- Informs suspects of their arrest and in relation to a custodial interrogation advises of Miranda rights.
- Speaks to persons related to, acquainted with, or with legitimate interest in suspects or persons in custody to inform them of suspect's status (e.g., in custody, under investigation, or being sought). Ensures compliance with laws concerning information disclosure as well as confidentiality related to ongoing investigations.
- Assists with the service of arrest and search warrants.
- Through verbal direction and persuasion, foot pursuit, vehicle pursuit, and physical intervention, apprehends or assists with the apprehension of persons fleeing lawful authorities.
- Assists with crowd management.
- Informs other units of major incidents.
- Assists with and conducts surveillance of individuals, vehicles, and locations.
- Assists with barricade hostage situations.
- Approves release of impounded vehicles.
- Requests assistance from other agencies.
- Directs personnel to secure information, make arrests, etc.
- Makes appropriate decisions regarding arrest/release of suspects/offenders.
- Determines whether incidents are criminal or civil matters.

### **Traffic Related Duties**

- Operates police vehicle to patrol for parked vehicles, moving vehicles, or pedestrians in violation of laws.
- Safe and proper operation and utilization of police vehicles and associated equipment.
- Develop a thorough understanding of the geographical orientation of an assigned patrol area.
- Uses police vehicle, flashlight, cones, hands, flares, barricades, emergency lighting or other equipment to block, control, direct, and reroute the flow of vehicle and pedestrian traffic around a closed route, hazard, or emergency scene.
- Speaks with vehicle drivers to establish identification, advise of observed violations and their responsibilities with respect to the operation of motor vehicles. Explains procedure for handling traffic citations. May establish passenger identification when lawful and appropriate.
- Detects, investigates and enforces driving under the influence of alcohol and/or drugs law violations.

- Demonstrates how a field sobriety test should be performed to a suspected intoxicated person.
- Observes a suspected intoxicated person's performance of a field sobriety test to assess the individual's condition.
- Arranges for obtaining alcohol/drug blood or breath testing for determination of sobriety.
- Conduct vehicle stops, traffic related and high-risk.
- Issues warnings for minor traffic infractions.
- Issues citations for parking or traffic violations.
- Performs data entry by paper or electronic means using driver's license, registration, vehicle identification, statements, and observations to complete a traffic penalty assessment or summons. Issues citation for observed violation or through 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, phone, MDT, or in-person to request vehicle registration, wants and warrants, records check, or other pertinent information.
- Requests through communications personnel the response of a tow truck for vehicles. unlawfully parked, disabled, or wanted by law enforcement.
- Completes applicable reports for towed vehicles, documenting vehicle contents, equipment, condition, and circumstances necessitating the tow.
- Renders first aid to the level trained. Requests emergency police, EMS, and fire assistance when necessary and conducts motor vehicle crash investigation to determine the sequence of events and identification of at-fault driver(s). Investigations may include measuring skid marks, speaking with and taking statements from witnesses and involved drivers, observing and collecting physical evidence, administering a field sobriety test for drugs or alcohol, completing applicable reports including a diagram, and issuing a citation or making an arrest.
- Uses speed detection equipment for effective enforcement and compliance with speed limits.
- Drives patrol vehicle in a safe and prudent manner during regular activities, vehicle pursuits and emergency responses.
- Operates police motor vehicle and assorted equipment including but not limited to communications, mobile data, emergency lighting and sound, augmented lights, seat belts for officer and passengers, etc.
- Evaluates the need for and requests assistance in potentially hazardous or emergency situations.
- Responds as primary or secondary unit on service calls involving traffic duties.
- Escorts emergency vehicles when necessary.
- Takes appropriate action on police matters, both traffic and non-traffic related.
- Plans traffic patrol activities.
- Pushes a disabled motor vehicle, when necessary, manually or with other equipment.
- Assists stranded motorists.
- Escorts dignitaries.

### **Case Presentation and Testimony**

- Confers with deputy district attorneys, assistant city attorneys, and other case investigators in preparation for criminal and civil trials.
- Reviews police report(s), case notes, photographs, and other case-related data in preparation for criminal, traffic, and civil trials.
- Testifies to criminal, traffic, and civil case facts in a clear, concise, and accurate manner in response to direct questioning.



- Analyzes questions directed by prosecutors, defense attorneys, plaintiff’s attorneys, and directions of the trial judge to ensure complete understanding and determination of the proper response.
- Uses diagrams, displays, and electronic media to assist with courtroom testimony regarding the topic of a legal proceeding.
- During criminal, traffic, and civil court testimony, analyzes physical evidence or assesses individuals’ participation to identify their relationship to a case.
- Analyzes testimony given by prosecution or defense witnesses to assess its accuracy and completeness. Relates this information to prosecutors.
- Testifies to and may present physical evidence in legal proceedings.

### **Probationary Police Officer - Police Training Program Participant**

- Following graduation from the police academy, successful completion of comprehensive police training program.
- Training topics may include but are not limited to the following:
  - Leadership and followship.
  - Safety considerations for self and fellow officers.
  - Awareness of cultural or language barriers and utilization of appropriate assistance resources.
  - Appropriate response to citizens with various social, economic, and linguistic differences
  - Knowledge, application, evaluation strategies to deal with stress, self-governance, and self-awareness.
  - Emotional intelligence - self-awareness and self-management.
  - Acknowledgement of mistakes or faults - managing stresses of police work and organizational challenges and recovering quickly from difficulty.
  - Social awareness - displaying appropriate empathy - service oriented.
  - Relationship management - care for and support for co-workers - understanding other’s perspectives – teamwork.
  - Police vehicle and equipment operations under normal and emergency conditions.
  - Geographic orientation.
  - Conflict Resolution.
  - Use of Force.
  - Procedures, Policies, Laws and Philosophies- Operations Manual. Denver Revised Municipal Code, Colorado Revised Statutes, US Constitution, Law updates, Modern policing philosophies.
  - Report Writing.
  - Problem-Solving Skills.
  - Community Specific Problems.
  - Cultural Inclusivity.
  - Legal Authority - appropriate use.
  - Individual Rights - individual rights and constitutional issues.
  - Officer Safety.
  - Communication skills - verbal, non-verbal, and/or written communication.
  - Ethics.

## **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 and data on electronic and hand-written report forms including narratives, check-off boxes, and fill-in blanks. Data may include but is not limited to license plate numbers, driver's license numbers, telephone number, registration numbers, etc.).
- In accordance with department policies and procedures, completes a variety of detailed and descriptive electronic and hand-written reports, memos, warrant affidavits, inventories, etc., to document police activities, criminal events, incident details, administrative actions, and investigative processes. Records number/letter series (e.g., license plate number, driver's license numbers, telephone number, registration numbers, etc.).
- Maintains accurate records (e.g., maintenance records, inventory logs, activity logs, patrol logs, daily reports, etc.)
- Ensures that all required reports are completed according to policy timelines.
- May attend neighborhood / community meetings and presents information regarding police activities, crime prevention, and other public safety matters.
- Communicates calmly and in a professional manner to department members, allied agencies, 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.
- Mediates family disputes when there is no criminal conduct.
- Establishes rapport with community members, department members, and allied agencies.
- Comforts persons in crisis.
- Refers persons to appropriate service providers and agencies.
- Confers with supervisors and command personnel when appropriate.
- Counseling, support, and mediation for parents and juveniles.
- Completes clear and concise reports, electronically and hand-written.

## **Knowledge, Skills, Abilities, and Other Characteristics**

- Ability to:
  - Plan and organize.
  - Evaluate and analyze to apply knowledge and to decide on the most appropriate course of action.
  - Assimilate, interpret, remember, recall, relate, and act upon facts and details heard and observed and follow oral instructions.
  - Read, assimilate, interpret, remember, recall, relate, and act upon written information and follow written instructions.
  - Verbally communicate in English with a variety of people of various educational and socio-cultural backgrounds.

- Identify, adopt, and exhibit appropriate demeanor and behaviors (interpersonal abilities) to deal most effectively with a wide variety of people, including adversarial persons and advocates.
  - Write clearly, accurately, concisely, legibly, and with correct English grammatical construction, spelling, and punctuation.
  - Add, subtract, multiply, and divide whole numbers, dollars, and cents, compute fractions and decimals.
  - Perform as a team member, establish and maintain respectful and cooperative working relationships with department members, supervisors, community members, and allied agencies.
  - Enforce laws ethically and equitably, regardless of personal bias.
  - Work under stressful and/or adverse or potentially hazardous conditions such as in-progress criminal activity, lethal force encounters, unruly or hostile crowds and assemblies, apprehension of dangerous persons, and violent incidents.
  - Carry a loaded firearm on duty and qualify with designated firearms according to department requirements.
  - 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.
  - Emotionally and physically utilize force, including lethal force in lawfully carrying out the duties of a police officer.
  - Effectively deal with a diversity of people both internal and external to the police department.
  - Deliver effective customer service, including counsel, support, and empathy.
  - Use a computer and other required technology.
  - Maintain self-discipline and professionalism.
  - Follow policies, procedures, laws, and direction from higher authority.
  - Follow rules and lawful obey orders without questioning authority.
  - Adjust to changes in policies and procedures.
  - Maintain confidentiality in the performance of job duties.
  - Use reasoning and problem-solving skills.
  - Relate/explain information to others.
  - Learn new information and procedures.
  - Multitask.
- Willingness to:
    - Work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on call, and emergency call-out.
    - Work at any location in the city and work specified assignments, as required.
    - Meet and maintain Colorado POST standards for certification as a peace officer.
    - Possess a valid, unencumbered driver's license.
    - Attend meetings or classes regardless of location or time.
    - Complete all required training.
    - Work under adverse or hazardous conditions.
    - Encourage the participation of diverse people and the inclusion of differing points of view.
- Demonstrates:
    - Integrity and truthfulness regardless of circumstances.

- Respect for all persons, including during normal, stressful, or traumatic circumstances.
- Self-motivation to perform duties effectively and properly with limited supervision.
- 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.

## **Physical Characteristics**

- Static strength sufficient to:
  - Complete police academy physical training and conditioning activities.
  - Lift and carry heavy objects such as property, evidence, equipment, and misc. items in the performance of police duties.
  - Lift, drag, or carry children and adults (deceased, injured, or resistant dead weight) with assistance.
  - Lift, drag, or carry children and adults (deceased, injured, or resistant dead weight) without assistance.
  - Push/pull/drag objects such as stalled vehicles, move dead animals, road debris or hazards, move other items of varying weight and dimension, maneuver people during arrests or when injured, move persons from a vehicle or onto a gurney, and assist fellow officers with varied physical activities.
  
- Sufficient explosive strength to:
  - Jump over obstacles (e.g., hedge, hood of car, ditch, culvert, retaining wall) as high as four feet and wide as four feet.
  - Sprint short distances during deployment to pursue suspects, to escape hazards (e.g., fire, gunfire, toxic elements), or to assist victims requiring emergency assistance.
  - Control/restrain resistive and combative individuals.
  - Use the body to force entry into a structure.
  - Pull self over obstacles.
  
- Sufficient dynamic strength to:
  - Climb up or over objects (e.g., steep, uneven grades, hills, trees, fences, poles, ladders, and other barriers of varying dimension up to six feet tall).
  - Walk and/or stand for extended periods with few breaks to direct traffic, conduct foot patrol, investigate crime scenes, investigate motor vehicle crashes, perform crowd management, maintain a perimeter, secure a crime scene, as well as attending to other miscellaneous duties.
  - Walk up and down flights of stairs.
  - Crawl in confined areas (e.g., attics).
  - Climb through small openings (e.g., windows).
  - Pull self through openings.

- Additional physical requirements:

NOTE- Accuracy, agility, balance, coordination, endurance, flexibility, power, speed, stamina, and strength are the ten general physical skills as defined by CrossFit as essential to fitness (CrossFit is the primary base for the Denver Police Department fitness program). These physical skills are all important in safe and effective policing. **CrossFit is a registered trademark.**

- Aerobic stamina to successfully complete strenuous police academy training and to perform the essential duties of police officer, including but not limited to making a forcible arrest, acting in defense of self or others, pursuing a person fleeing arrest, and rendering aid.
- Anaerobic strength, speed, and power to successfully complete strenuous police academy training and to perform the essential duties of police officer, including but not limited to making a forcible arrest, acting in defense of self or others, pursuing a person fleeing arrest, and rendering aid.
- Accuracy, agility, balance, coordination, flexibility, and mobility in movement.
- Balance, coordination, flexibility, and mobility.
- Adequate reflexes and hand-eye coordination to effectively perform varied activities including but not limited to utilizing weapons, defensive driving, overcoming resistance to arrest, defense of self or others, traffic direction, and report writing.
- Arm-hand steadiness, while moving arm or holding it in one position, to accurately operate a firearm, deploy chemical irritant, and utilize misc. other police equipment items.
- Manual and finger dexterity to effectively operate a firearm and varied police equipment and technology items.
- Near, distance, and color vision meeting or exceeding standards established through the Civil Service Commission and Denver Police Department in coordination with the Center for Occupational Safety and Health – Denver Health. Vision to be tested as part of the candidate selection process.
- Hearing ability meeting or exceeding standards established through the Civil Service Commission and Denver Police Department in coordination with the Center for Occupational Safety and Health – Denver Health. Hearing to be tested as part of the candidate selection process.
- Adequate physical stamina and endurance to effectively work under adverse environmental conditions, extended or disrupted work schedules, and stressful and fatiguing job responsibilities.
- Sense of smell meeting or exceeding standards established through the Civil Service Commission and Denver Police Department in coordination with the Center for Occupational Safety and Health – Denver Health.
- 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.
- Ability to sit or stand for long periods of time.
- Ability to inspect and clean firearms.

# **DENVER CIVIL SERVICE COMMISSION**

## **STREET ADDRESS:**

Wellington Webb Building – 1<sup>st</sup> Floor  
201 W. Colfax Ave  
Denver, CO 80202  
Phone: 720-913-3371

## **MAILING ADDRESS:**

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

[www.denvergov.org/civilservice](http://www.denvergov.org/civilservice)

## **SECURITY SCREENING**

All visitors to the Wellington Web Building are subject to security screening.