



# EMT Informational Booklet

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Civil Service Commission, January 2026

# TABLE OF CONTENTS

About the Denver Fire Department .....	2
Employment Qualifications & Requirements .....	2
Job Duties & Responsibilities .....	3
Salary & Benefits .....	3
Work Schedule .....	4
EMT Academy .....	4
Travel for Testing .....	4
Questions .....	5
Overview of the Civil Service Commission Hiring Process .....	6
Emergency Medical Technician (EMT) Hiring Process .....	6
Special Skills & Additional Points .....	9
Request for Reasonable Accommodation .....	11
Solicitation of Preferential Treatment .....	11
When to Provide Written Notices .....	12
Overview of the Job .....	13
Legal Requirements & Disqualifying Factors .....	16
Contact Information .....	22
Websites Referenced in this Booklet .....	23

# ABOUT THE DENVER FIRE DEPARTMENT

Established in 1866, the Denver Fire Department provides services to the citizens who live in, work in, and visit the City and County of Denver. Denver Fire Department provides all hazard responses, emergency medical services, fire suppression, technical rescue, hazardous materials response, and water and high-angle rescue. The Department has over one thousand (1,000) paid professional firefighters supporting daily fire/rescue and medical operations. The Department also employs forty-two (42) civilian staff supporting all Divisions. The City of Denver has thirty-nine (39) fully staffed firehouses responding to fire and emergency calls. Denver Fire provides fire and emergency calls to the City of Glendale, Sheridan, Englewood, and Skyline Fire District through contract agreements. The Department has five (5) staffed firehouses providing services at Denver International Airport.

## EMPLOYMENT QUALIFICATIONS & REQUIREMENTS

### MINIMUM QUALIFICATIONS

You must meet all minimum qualifications to be an eligible candidate for the EMT position. You will be automatically disqualified if you do not meet one or more of these requirements:

- ▶ **Colorado Residency:** You must be a legal resident of the State of Colorado at the time of appointment (hire).
- ▶ **Age:** You must be eighteen (18) years of age or older on or before the date of application. You will need to provide acceptable proof of age.
- ▶ **Education:** You must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. You will need to provide proof of a high school diploma or GED certificate.
- ▶ **Driver's License:** You must possess a valid automobile driver's license at the time of application. You must obtain a Colorado Driver's License within six (6) months of employment. You must maintain any licensing requirements of the respective Department.
- ▶ **Character and Background:** Applicants must be of good moral character, as required by the Charter of the City and County of Denver. In reviewing the applicant's character and background, the Civil Service Commission will consider the standards of ethical conduct, integrity, and honesty that shall guide the behavior of a member of the Denver Fire Department.

### LICENSURE & CERTIFICATION REQUIREMENTS

- ▶ Current Basic Life Support (BLS) Provider—CPR Certification.
- ▶ You must possess **at least one (1)** of the following certifications at the time of application:
  - Current Colorado Emergency Medical Technician (EMT-B).
  - Current Paramedic (EMT-P).
  - Current National Registry (NREMT) Certification.

- ▶ NOTE: Licenses and certifications must be kept current as a condition of employment.

## OTHER JOB REQUIREMENTS

- ▶ You cannot have any legal impediments <sup>[A]</sup> to your ability to perform the essential job functions.
- ▶ You cannot have a record of performance reviews that indicate poor performance or that your performance “needs improvement” in the last five (5) years.
- ▶ You cannot have any disciplinary actions (in your current or former role) that resulted in lost time in the last five (5) years.

## JOB DUTIES & RESPONSIBILITIES

You must be capable of performing the essential job functions of an EMT, with or without reasonable accommodation. All phases of the application process are designed to measure your ability to perform these functions.

### OVERVIEW OF DUTIES

- ▶ Provide basic life support.
- ▶ Assess the extent of an injury or illness.
- ▶ Communicate status updates to responding Advance Life Support personnel and 911 communications center.
- ▶ Perform testing of medical supplies and maintain equipment.

You can find a complete list of job duties and responsibilities on [page 11](#) of this booklet.

## SALARY & BENEFITS

### 2025 SALARY

- ▶ \$58,458, annually

### BENEFITS

- ▶ Paid sick leave and vacation
- ▶ Medical and dental insurance
- ▶ Uniforms and most equipment furnished
- ▶ [Pension plan](#) <sup>[4]</sup>

For more information about pay and benefits, visit the Denver Fire Department

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[A] ‘Legal Impediment’ is defined as any element of an applicant’s criminal history that reasonably would have a significant impact on their ability to perform the essential functions of the position in question or that reasonably would have a significant impact on their ability to obtain any license or certification necessary to perform the essential functions of the position. (Adopted April 15, 2011).

[Recruitment site.](#) <sup>[2]</sup>

## WORK SCHEDULE

EMTs usually work forty (40) hours per week. EMTs may work at a firehouse shared with other members of a Denver Fire company.

## EMT ACADEMY

You will be considered for the EMT Academy based on your examination results and the Department's hiring needs. This is a nine (9)-week program that consists of various classes to help you prepare for the job.

## TRAVEL FOR TESTING

The Denver Fire Department welcomes applications from qualified candidates nationwide. Below is a breakdown of which application and testing steps can be completed remotely and which require in-person attendance.

### WHAT REQUIRES IN-PERSON ATTENDANCE?

#### Polygraph

- ▶ Must be completed in person with one of the Commission's approved vendors.

#### Drug Screen

- ▶ Your drug screening must be completed in person. If you are an out-of-state applicant, you can complete this step at a location close to you.

#### Fingerprinting

- ▶ Fingerprinting must be done in person. If you are an out-of-state applicant, you can complete this step at a location close to you.

### WHAT CAN BE COMPLETED REMOTELY?

#### Application Submission

- ▶ All applications must be submitted online. The Civil Service Commission website lists current [job openings.](#) <sup>[3]</sup>

#### Background History Questionnaire (BHQ)

- ▶ All required information can be submitted electronically.
- ▶ If you do not submit the completed BHQ within five (5) business days, your application will be disqualified from further consideration.

#### Department Panel Interview (If required)

- ▶ Typically conducted in Denver, but virtual options may be available for out-of-state candidates.

#### Job Suitability Assessment (JSA; Non-medical)

- ▶ Suitability assessment/interview may be completed virtually.

## Psychological Job Suitability Assessment (PJSA; Medical)

- ▶ The PJSA medical examination can be completed remotely.

## TRAVEL & RELOCATION ASSISTANCE

- ▶ You are expected to pay for your own travel expenses for the in-person components of the application process.
- ▶ Relocation assistance is not available for this position.

## QUESTIONS

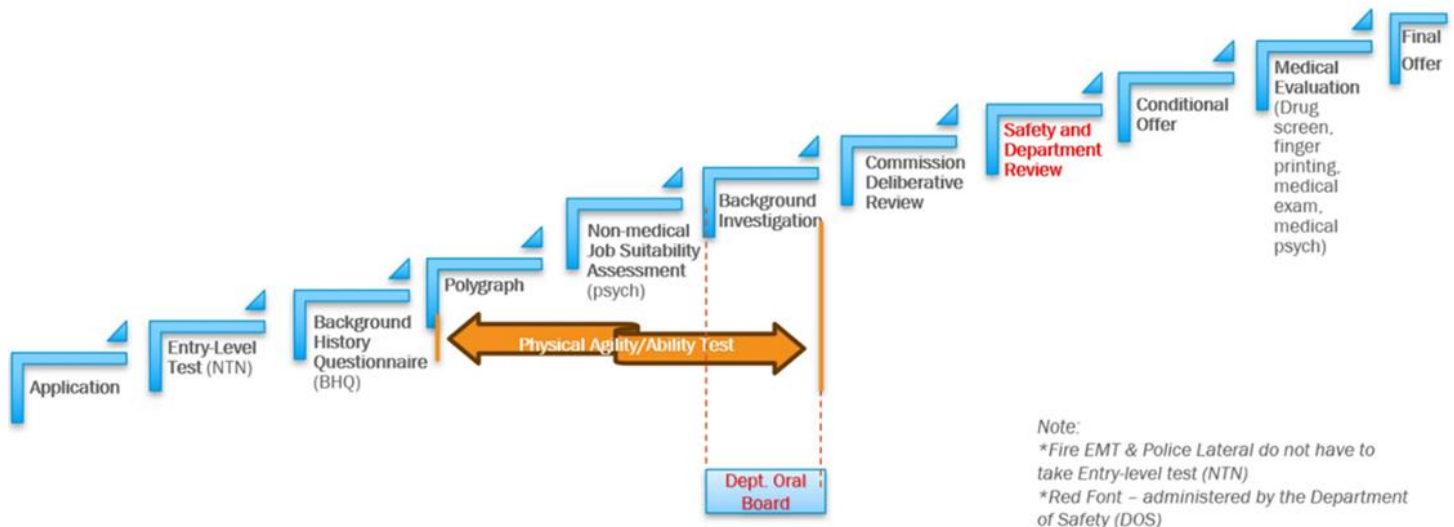
If you have additional questions about the application process, call the Civil Service Commission office at (720) 913-3371 or email [CSCInfo@denvergov.org](mailto:CSCInfo@denvergov.org).

**Business hours:** Monday – Friday

7:00 A.M. – 4:00 P.M.

*Excluding holidays*

# OVERVIEW OF THE CIVIL SERVICE COMMISSION HIRING PROCESS



## EMERGENCY MEDICAL TECHNICIAN (EMT) HIRING PROCESS

### ONLINE APPLICATION

- ▶ For details on the application period, check the [Civil Service Commission's website](#). [4]
- ▶ Ensure you meet all minimum qualifications before applying.

### BACKGROUND HISTORY QUESTIONNAIRE (BHQ)

You must complete a background history questionnaire if you qualify for further screening/processing.

Requested information includes, but is not limited to, areas such as:

- ▶ General personal information
- ▶ Motor vehicle record
- ▶ Education and training
- ▶ Work experience
- ▶ Drug and alcohol use
- ▶ Military service
- ▶ Legal information
- ▶ Personal and professional references

## POLYGRAPH

The polygraph is used to review your qualifications and suitability.

Information covered in the polygraph includes but is not limited to, areas such as:

- ▶ Previous work experience
- ▶ Previous disciplinary actions
- ▶ Criminal activity

## JOB SUITABILITY ASSESSMENT (JSA)

The Job Suitability Assessment (JSA) is used to determine if you are at significant risk for employment concerns as an EMT.

- ▶ This is a **non-medical evaluation**; it focuses on relevant behaviors, characteristics, and personality traits of applicants. It uses a battery of written tests and an interview with a licensed psychologist.
- ▶ The JSA evaluates personality traits and behavior patterns that are essential for the job.
- ▶ You must have an acceptable rating to continue in the examination process.
  - A *'Suitable'* rating indicates your personality traits and behavior patterns are not expected to interfere with the performance of essential job functions.
  - A *'Marginally Suitable'* rating indicates that there is concern that your personality traits and behavioral patterns will interfere with the performance of essential job functions.
  - An *'Unsuitable'* rating indicates that you are not suited for a public-safety position.

## FIRE DEPARTMENT PANEL INTERVIEW

- ▶ You will complete an interview with the Denver Fire Department (DFD). The DFD utilizes a five (5) person panel of interviewers.
- ▶ The interview results are considered when leadership at the Department of Safety and the DFD review a qualified applicant's file.

## PRELIMINARY FILE REVIEW

During the examination and screening process, your application will be reviewed at different stages to ensure that you continue to meet the minimum qualifications and other job requirements. You will receive written notification if you are disqualified from further consideration following a preliminary review of your file.

## BACKGROUND INVESTIGATION

If you pass the preliminary review, you will be subject to a background investigation. The information gathered in the background investigation includes, but is not limited to:

- ▶ Your character and conduct
- ▶ Drug use
- ▶ Driving history
- ▶ Employment history
- ▶ Criminal history
- ▶ References

## COMMISSION DELIBERATIVE REVIEW

If you pass all required screening and examinations, the Board of Commissioners will review your application and all pertinent results to assess your eligibility to be endorsed to the Executive Director of Safety and the Department for their review and selection.

## DEPARTMENT REVIEW

The Denver Fire Department and the Executive Director of Safety will review applications upon Commission certification. If you are selected, you will be given a conditional offer. If there are no immediate job vacancies, your name will be retained in the Eligible Register list.

For more information about the Eligible Register, see [Commission Rule 7](#) <sup>[5]</sup> on the Denver Civil Service Commission website.

## CONDITIONAL JOB OFFER

If you are selected after the Department review, you will receive a conditional offer of employment. It is a job offer that's not fully finalized until you fulfill/pass certain requirements (physical medical evaluation, psychological evaluation, fingerprinting, and drug screen). You must accept the conditional offer of employment before you can proceed to the post-conditional offer steps.

## PHYSICAL MEDICAL EVALUATION (POST-CONDITIONAL OFFER)

You must complete a medical evaluation at the City's expense. The Denver Fire Department has adopted the codes and standards of the [National Fire Protection Association \(NFPA 1582\)](#) <sup>[6]</sup>. Applicants shall be given individual consideration in assessing any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

**Your medical evaluation will include the following tests:**

- ▶ Vision test
- ▶ Hearing test
- ▶ Drug screen
- ▶ Psychological evaluation

## FINAL JOB OFFER

Final job offers will be made based on the number of open positions. Offers will be extended to certified applicants who meet the following criteria:

- ▶ Successfully passed all application examinations and testing phases.
- ▶ Successfully completed all post-conditional offer testing/screening.
- ▶ Can perform essential job functions (with or without accommodations).
- ▶ Do not pose a safety risk to themselves or others.

## ADDITIONAL INFORMATION

- ▶ For more information about the application and testing processes, please refer to [Commission Rule 3](#),<sup>[7]</sup> [Commission Rule 4](#),<sup>[8]</sup> and [Commission Rule 5](#),<sup>[9]</sup> which are located on the Civil Service Commission website.
- ▶ The Civil Service Commission reserves the right to change the order of the test phases. Applicants who fail to show up for further testing when notified in writing may be disqualified.
- ▶ Failing any portion of the examination will disqualify you from any further participation in the examination process.

## SPECIAL SKILLS & ADDITIONAL POINTS

You may be awarded extra points based on military service or language proficiency. These points remain valid for five (5) years and are applied only once per application cycle. The special skills and military preference points are only considered in the ranking of candidates placed in the Eligible Register list.

### MILITARY VETERAN POINTS (PREFERENCE POINTS)

The **Colorado Constitution (Article XII, Section 15)** allows Veterans' preference points.

A total of either five (5) or ten (10) Veteran preference points will be reflected in the Eligible Register list if you qualify for these points. No more than ten (10) points can be added to your application.

To be considered for Veteran preference points, an applicant must submit a copy of their DD214 (Member-4) to the Commission.

Per the Colorado Constitution (Article XII, Section 15), requirements are as follows:

- ▶ Veterans who served on active duty for a specific time period that is authorized for preference by U.S. Congress.
- ▶ Veterans who served on active duty during authorized time periods and received a specific campaign badge or service medal.
- ▶ Veterans who served on active duty and who because of a disability incurred in the line of duty are receiving monetary compensation or disability retired benefits.

### Five (5) Points:

1. Any Veteran with an honorable or general discharge who served on active duty (excluding training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following periods of undeclared war or armed hostilities is eligible:
  - 1a. For more than 180 consecutive days, with at least part of that service occurring between January 31, 1955, and October 15, 1976.
  - 1b. During the Gulf War period, from August 2, 1990, to January 2, 1992.
  - 1c. For more than 180 consecutive days, with at least part of that service occurring after September 11, 2001, and ending on the date designated by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
2. 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.
3. A surviving spouse of any Veteran entitled to preference points, as described in points 1a or 1b above, or any person who died during service or due to a service-connected cause while on active duty (excluding training) may qualify for Veteran preference points.
  - To receive these points, the surviving spouse must submit a letter from the Veterans Administration confirming the marital relationship and provide proof that either the deceased Veteran would have qualified under paragraphs [1\(a\)](#) or [1\(b\)](#), or the Veteran died while serving or from a service-connected cause while on active duty (not including training).

### Ten (10) Points:

- ▶ Eligible disabled Veterans may receive ten (10) preference points if they meet the following criteria:
  - They must have an honorable or general discharge from active duty (not just training) in the Army, Navy, Air Force, Marine Corps, or Coast Guard.
  - They must be receiving monetary disability compensation or disability retirement benefits due to a service-connected disability.
- ▶ To prove eligibility, a letter from the Veterans Administration, dated within the last six (6) months, must confirm the applicant is receiving compensation or benefits for a disability of 10% or greater incurred in the line of duty.

For more information about Veteran's preference points, see [Section 15. A. of Commission Rule 5.](#) <sup>[13]</sup>

## LANGUAGE PROFICIENCY (SPECIAL SKILLS POINTS)

Applicants who note their language skills on the online application will be asked to complete a supplemental language test to measure their foreign language oral and reading proficiency or sign language proficiency.

### Five (5) Points:

- ▶ Available for applicants with **advanced** oral and reading proficiency in a foreign language or American Sign Language (ASL).
  - Skills and abilities that characterize advanced-level language proficiency include:
    - Ability to participate in in-depth conversations at a normal rate of speech.
    - Ability to use the context of a conversation to figure out slang or idioms.
    - Ability to express yourself over a broad range of topics.
    - Advanced-level speakers may have a noticeable accent (not applicable to ASL).
    - Applicants may make grammatical errors with advanced tenses, but errors would not cause misunderstandings to native speakers.
    - Advanced-level speakers understand texts in various forms, including newspaper articles, simple reports, and routine correspondence.
- ▶ Beginner and intermediate skill levels do not earn additional points.

## REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. If you need a reasonable accommodation, as outlined by the Americans with Disabilities Act, please inform the Civil Service Commission in advance in writing, including any necessary supporting medical documentation. The Civil Service Commission will review each request on a case-by-case basis. Submitting a request does not guarantee the request will be granted—direct questions and requests to the [Civil Service Commission](#).<sup>[4]</sup>

## SOLICITATION OF PREFERENTIAL TREATMENT

Soliciting or attempting to obtain preferential treatment (lobbying) related to an application or testing for original appointment, placement on an Eligible Register, or certification for appointment to a position in the classified service may result in disqualification. Soliciting preferential treatment includes any interventions made on behalf of an applicant, such as outside references or information provided during the background investigation process. This applies to actions taken by the respective Department or its members, City Council members, City officials or employees, and commissioners or employees of the Civil Service Commission.

Personal references and letters of recommendation will be considered only during the background investigation. As part of this process, applicants can submit letters of reference, along with names, contact information, and details about their relationships with the individuals they believe should be contacted during the investigation.

# WHEN TO PROVIDE WRITTEN NOTICES

## CHANGE IN PERSONAL OR CONTACT INFORMATION

You must notify the Civil Service Commission in writing of any changes in personal information such as legal name, address, phone number, and email address.

If you are selected for further screening/processing, you must notify the Civil Service Commission in writing of any changes to your supplemental application or background history questionnaire information. Changes and updates can be sent to [CSCInfo@denvergov.org](mailto:CSCInfo@denvergov.org).

Failure to receive notice of and keep any scheduled appointment because of outdated contact information may result in disqualification.

## VACATIONS OR EXTENDED ABSENCES

You must notify the Civil Service Commission of any vacations or extended absences of more than seven (7) days.

If you are unable to complete the screening/examination requirements due to personal reasons, your application will be withdrawn from further consideration. Deferral is not an option unless you have been given a conditional job offer, and your deferral request has been approved by the Executive Director of Safety (EDOS).

# OVERVIEW OF THE JOB

## DUTIES

- ▶ Responds to emergency medical service calls, providing basic patient care within nationally recognized response time standards.
- ▶ Assesses the patient's condition, determines the nature and extent of illness, gathers information about the patient, and supports paramedics.
- ▶ Controls an emergency scene to protect and secure the scene.
- ▶ Functions in unpredictable and changing circumstances.
- ▶ Performs regular maintenance and inspects and maintains all tools and other equipment regularly.
- ▶ Attends morning roll calls or shift debriefing sessions.
- ▶ Performs daily and other regularly scheduled housework and other general maintenance activities
- ▶ Participates in daily and regularly scheduled training activities to develop and maintain physical proficiency.
- ▶ Answers phones or interacts with the public during non-emergency situations.
- ▶ Respectfully interacts with the public, showing tact, diplomacy, and concern for well-being.
- ▶ Communicates with superiors and co-workers at the scene of an emergency; takes orders, advises of conditions, requests assistance, and exchanges information necessary to perform the work.
- ▶ Communicates with superiors and co-workers at the scene of an emergency; takes orders, advises of conditions, requests assistance, and exchanges information necessary to perform the work.
- ▶ Enters data into computers and otherwise documents information in medical reports and other reports following HIPAA guidelines.
- ▶ Attends classes, reads, and studies course materials.
- ▶ Interacts with the public in various domains such as community events, fire station visits, emergency scene operations, and routine service calls (e.g., shoveling snow for the elderly, assistance, or 'lift' calls).

## KNOWLEDGE AREAS & SKILLS

- ▶ First Aid procedures
- ▶ CPR
- ▶ Blood-borne pathogens
- ▶ Medical Protocol
- ▶ Emergency Procedures
- ▶ Provide lifesaving interventions with medical equipment
- ▶ First Aid procedures

- ▶ Radio codes and procedures
- ▶ CPR
- ▶ Street Layouts within the district/city
- ▶ Blood-borne pathogens
- ▶ Familiarity with Denver Metro EMS protocols
- ▶ Medical Protocol
- ▶ Hazmat Awareness Training
- ▶ Emergency Procedures
- ▶ Procedures for unusual emergency events
- ▶ Provide lifesaving interventions with medical equipment
- ▶ Department rules, regulations, operating procedures, and Mayor's Executive Orders

## WORK ENVIRONMENT

- ▶ Handle emergencies or crises
- ▶ Subject to varying and unpredictable situations
- ▶ Work at a firehouse that is shared with other members of a company
- ▶ Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- ▶ Subject to many interruptions
- ▶ Potential exposure to patient elements
- ▶ Perform physically demanding tasks under extreme fluctuations in temperature
- ▶ Contact with patients under a wide variety of circumstances
- ▶ Avoid and protect against high noise levels when riding in emergency vehicles
- ▶ Pressure due to multiple calls and inquiries of a patient
- ▶ Work on or around moving machinery or equipment
- ▶ Perform physically demanding tasks under extreme fluctuations in temperature
- ▶ Potential exposure to patient elements
- ▶ Perform in wet, slippery, muddy, or icy areas
- ▶ Possible contamination by infectious disease, exposed to hazardous substances through inhalation, ingestion, or other absorption
- ▶ Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- ▶ Potential exposure to odors

## PHYSICAL DEMANDS

Physical Demands are a general guide, and specific positions will vary based on working conditions, locations, and agency/department needs.

### Level of Physical Demand

- ▶ **Level four (4)**—Heavy (50-100 lbs.)

### List of Physical Demands

- ▶ **Lift and move** a medical pram from the scene to an ambulance
- ▶ **Carry** medical kits and equipment to and from an emergency scene
- ▶ **Standing:** remaining on one's feet in an upright position

- ▶ **Walking:** moving about on foot
- ▶ **Sitting:** remaining in the normal seated position
- ▶ **Carrying:** transporting an object, usually by hand, arm, or shoulder
- ▶ **Pushing:** exerting force upon an object so that the object is away
- ▶ **Pulling:** exerting force on an object so that it is moving to the person
- ▶ **Climbing:** ascending or descending objects, usually with hands/feet
- ▶ **Balancing:** Maintaining body equilibrium to prevent falling over
- ▶ **Stooping:** bending the body by bending the spine at the waist
- ▶ **Kneeling:** bending legs to come to rest on one or both knees
- ▶ **Crouching:** bending body downward and forward by bending legs
- ▶ **Reaching:** extending the hand(s) and arm(s) in any direction
- ▶ **Handling:** seizing, holding, grasping, or otherwise working with hands
- ▶ **Fingering:** picking, pinching, or otherwise working with fingers
- ▶ **Feeling:** perceiving attributes of objects using skin receptors
- ▶ **Talking:** expressing or exchanging ideas using spoken words
- ▶ **Hearing:** perceiving the nature of sounds by the ear
- ▶ **Repetitive motions:** making frequent movements with a part of the body
- ▶ **Lifting:** raising or lowering objects weighing no more than 50 pounds from one level to another
- ▶ **Visual Acuity (Far):** ability to see clearly at 20 feet or more
- ▶ **Visual Acuity (near):** ability to see clearly at 20 inches or less
- ▶ **Depth Perception:** the ability to judge distance and space relationships
- ▶ **Field of Vision:** the ability to see peripherally
- ▶ **Accommodation:** ability to adjust vision to bring objects into focus
- ▶ **Maintain the physical fitness** necessary to perform the demanding physical requirements described above

# LEGAL REQUIREMENTS & DISQUALIFYING FACTORS

## RELEVANT DEFINITIONS

You should understand the General, Legal/Criminal, Illegal Drug, Hard drug vs. Soft Drug, and Traffic-related terms and offenses referenced in this booklet. For a complete list of Definitions of Terms, please refer to [Commission Rule 1](#) <sup>[10]</sup> on the Civil Service Commission website.

## DISQUALIFYING FACTORS

**Note:** The content provided in this chart is for informational purposes only and does not supersede or modify Civil Service Commission (CSC) Rules, including Rules on presumptive disqualification. The Commission retains exclusive authority over all examinations, as stipulated in CSC Rule 1 § 4(G). CSC reserves the right to make any changes to this document without prior notice. Furthermore, pursuant to Charter § 9.3.1, the decisions made by the Commission are final and generally not subject to appeal, except as expressly provided for within the Charter itself.

### Criminal History

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Felony conviction as an adult, juvenile charged as an adult, or a juvenile offense adjudicated in juvenile court that would be classified as a felony or misdemeanor if committed as an adult	Permanent	Never
Misdemeanor offense involving domestic violence	Permanent	Never
Misdemeanor offense involving assault, menacing, or stalking	Permanent	Never
Misdemeanor offense involving harassment	Permanent	Never
Misdemeanor involving sexual assault, unlawful sexual conduct, or an offense that would require you to register as a sex offender in the state of Colorado	Permanent	Never
Any offense based on unlawful sexual behavior not included under Commission Rule 3	Permanent	Never
Failure to register as a sex offender	Permanent	Never
Prostitution	Permanent	Never
Pandering	Permanent	Never
Indecent exposure	Permanent	Never

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Any offense of child abuse or neglect resulting in injury to the child or child's health	Permanent	Never
Any bias-motivated crime, including harassment or intimidation, of a person or group because of that person's or group's actual or perceived race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability	Permanent	Never
Cruelty to animals	Permanent	Never
Resisting arrest	Permanent	Never
Impersonating a peace officer, firefighter, or public servant	Permanent	Never
Obstruction of government operations	Permanent	Never
Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer	Permanent	Never
False reporting to fire, emergency, or law enforcement entities	Permanent	Never
Perjury	Permanent	Never
Misdemeanor offense based on child abuse or neglect that did <u>not</u> involve injury to the child or child's health	Ten (10) years	Ten (10) years from the date of conviction
Misdemeanor offense based on the illegal use or possession of a firearm or edged weapon (e.g., a knife)	Ten (10) years	Ten (10) years from the date of conviction
More than one (1) conviction of a misdemeanor offense within the period beginning five (5) years prior to the application and up to the date of appointment	Five (5) years	Five (5) years from the date of most recent conviction
Misdemeanor involving fraud, theft, or forgery	Seven (7) years	Seven (7) years from the date of conviction
Conviction of a misdemeanor while in a public safety position (includes both employee and volunteer positions); includes offenses arising from conduct on or off the job	Five (5) years	Five (5) years from the date of conviction

## Drug-Related Offenses & Drug Use

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Misdemeanor involving the illegal distribution (including delivery, transportation, and/or transfer), sale, or manufacture of hard or soft drug(s) at the age of 21 or older	Permanent	Never
Misdemeanor involving the illegal distribution (including delivery, transportation, and/or transfer), sale, or manufacture of synthetic marijuana or Salvia Divinorum since July 9, 2012, at age 21 or older	Permanent	Never
Any illegal distribution (including delivery, transportation, and/or transfer), or manufacture of hard or soft drugs at age twenty-one (21) or older	Permanent	Never
Misdemeanor offense involving or relating to any controlled substance (hard or soft drug)	Ten (10) years	Ten (10) years from the date of conviction
Illegal sale, distribution (delivery transfer, and/or transportation), or manufacture of a hard drug while under the age of 21	Ten (10) years	Ten (10) years from the date of sale, distribution, or manufacture
Illegal distribution (delivery, transfer, and/or transportation, sale, or manufacture of synthetic marijuana or Salvia Divinorum since July 9, 2012, while under the age of 21	Ten (10) years	Ten (10) years from the date of distribution, sale, or manufacture
Illegal drug use, purchase, or possession while in a Public Safety position (includes both employee and volunteer positions)	Ten (10) years	Ten (10) years from the date of use, purchase, or possession
Illegal distribution, sale, or manufacture of soft drug(s) while under the age of 21	Five (5) years	Five (5) years from the date of distribution, sale, or manufacture
Illegal use, purchase, or possession of hard drugs	Five (5) years	Five (5) years from the date of use, purchase, or possession
Illegal use of Schedule II-IV prescription drugs not prescribed for you (used for non-medical purposes)	Five (5) years	Five (5) years from the last date of drug use
Distribution of one (1) ounce or less of marijuana that did not involve any payment, barter, or exchange (e.g., sharing a joint)	Three (3) years	Three (3) years from date of distribution
Illegal use of Schedule V prescription drugs not prescribed to you (used for non-medical purposes)	Three (3) years	Three (3) years from the last date of drug use
Use, sale, purchase, or possession of marijuana, medical marijuana, synthetic marijuana, or products containing marijuana (e.g., edibles) at the time of application.	No time limit	May reapply at the next job opening

## Traffic & Driving Violations

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Two (2) or more Driving Under the Influence (DUI) or Driving While Ability Impaired (DWAI)	Permanent	Never
One (1) Driving Under the Influence (DUI) or Driving While Ability Impaired (DWAI)	Five (5) years	Five (5) years from the date of conviction
Leaving the scene of an accident	Five (5) years	Five (5) years from the date of conviction
Eluding or attempting to elude a peace officer	Five (5) years	Five (5) years from the date of conviction
Engaging in a speeding contest	Five (5) years	Five (5) years from the date of conviction
Reckless driving	Five (5) years	Five (5) years from the date of conviction
A driving infraction or offense that states the violation in serious bodily injury or death	Five (5) years	Five (5) years from the date of conviction
Driver's License Suspension based on moving traffic violations/infractions	Three (3) years	Three (3) years from the date of license reinstatement
Operating a motor vehicle without insurance	One (1) year	One (1) year from the date of conviction

## Application/Administrative

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Examination dishonesty (cheating on examination)	Permanent	Never
Did not complete Background History Questionnaire (BHQ)	Must request for reactivation within two (2) business days following disqualification notice; must complete BHQ within two (2) business days from reactivation. Only one (1) reactivation is allowed per requisition	May reapply at the next job opening
Failed to schedule or no call/no show for Polygraph appointment	Must request for reactivation within two (2) business days following disqualification notice; must obtain new appointment date within two (2) business days from reactivation. Only one (1) reactivation is allowed per requisition	May reapply at the next job opening

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Failed to schedule or no call/no show for Psychological/Job Suitability Assessment appointment	Must request for reactivation within two (2) business days following disqualification notice; must obtain new appointment date within two (2) business days from reactivation. Only one (1) reactivation is allowed per requisition	May reapply at the next job opening
Failed or no call/no show to Police Physical Ability Test (Police applicants only)	Only one (1) retest allowed per application/job posting	May reapply at the next job opening
Failed to provide Candidate Physical Agility Test (CPAT) Certificate within the required timeline (timeline is subject to change) (Fire applicants only)	No time limit	May reapply at the next job opening
Failed Commission Deliberative Review (Background)	Two (2) years	May reapply two (2) years after the initial date of disqualification
Failed Commission Preliminary Review (Suitability)	Two (2) years	May reapply two (2) years after the initial date of disqualification
Not selected by Executive Director of Safety (EDOS)	Two (2) years	May reapply two (2) years after initial date of disqualification
Discontinued background (request for disqualification/discontinuance) during background investigation step	Two (2) years	May reapply two (2) years after the initial date of disqualification
Failed drug screen—hard drug (post-conditional)	Five (5) years	May reapply five (5) years after the initial date of disqualification
Failed drug screen—soft drug (post-conditional)	One (1) year	May reapply one (1) year after the initial date of disqualification
Failed medical exam (post-conditional)	Exam results are valid for six (6) months	May reapply at the next job opening
Rescinded conditional offer due to failed PJSA (medical psychological evaluation at post-conditional offer phase)	Two (2) years	May reapply two (2) years after the initial date of disqualification
Deferred by EDOS/department	Will be offered/processed for the next (immediate) academy	Do not need to repeat the entire application process

Disqualification Reason	Disqualification Period	When Can a Candidate Reapply?
Selected as an “alternate” by EDOS/department	Will be processed as "alternate" (or reserve in case of fall off) on the current academy. If not utilized, the application will be offered/processed for the next (immediate) academy.	Do not need to repeat the entire application process
Passed over 1x	Will be re-endorsed to EDOS for selection/non-selection on the next (immediate) academy	If not selected by EDOS at re-endorsement, see “Not selected by EDOS”
Candidate unresponsive (General - 3 outreach attempts)	Must request for reactivation within two (2) business days following disqualification notice; must contact CSC within two (2) business days from reactivation. May only be reactivated once within the same requisition processing.	May reapply at next job opening
Candidate unresponsive to Background Investigator (3 outreach attempts)	Must request for reactivation within two (2) business days following disqualification notice; must contact CSC within two (2) business days from reactivation. May only be reactivated once within the same requisition processing.	May reapply at next job opening
Failed NTN test (written exam)	Can only take exam once per application/job posting; passing exam results are generally valid for one (1) year, unless there is a change to exam content	May reapply at the next job posting
Failure to meet minimum qualifications (e.g., minimum age requirement, Driver’s License requirement, education requirement) as of application date	Candidate can reapply at the next job posting if all minimum qualifications have been met	May reapply at next job posting if all minimum qualifications are met

# CONTACT INFORMATION

## DENVER CIVIL SERVICE COMMISSION

### Contact Information

Phone: 720-913-3371

Fax: 720-913-3373

Email: [CSCInfo@denvergov.org](mailto:CSCInfo@denvergov.org)

### Street Address

Wellington Webb Municipal Building  
201 W. Colfax Ave., 1st Floor  
Denver, CO 80202-5332

### Mailing Address

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

### Website

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

## DENVER FIRE DEPARTMENT RECRUITMENT TEAM

### Contact Information

Email: [firejobs@denvergov.org](mailto:firejobs@denvergov.org)

Phone: 720-913-3474

### Website

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Fire-Department/Become-a-Firefighter>

## WEBSITES REFERENCED IN THIS BOOKLET

1. Pension plan: <https://fppaco.org/benefits.html>
2. Denver Fire Department Recruitment website: <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Fire-Department/Become-a-Firefighter>
3. Job openings: [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)
4. Civil Service Commission: <http://www.denvergov.org/civilservice>
5. Commission Rule 7: [https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule\\_7\\_final\\_csc\\_11-01-07\\_annot\\_12-23-08.pdf](https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule_7_final_csc_11-01-07_annot_12-23-08.pdf)
6. National Fire Protection Association (NFPA 1582): <https://www.nfpa.org/codes-and-standards/nfpa-1582-standard-development/1582>
7. Commission Rule 3: <https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/new-folder/rule-3-final-v1-effective-2.12.25.pdf>
8. Commission Rule 4: [https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule\\_4\\_final\\_csc\\_12-05-00\\_annot\\_06-30-05.pdf](https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule_4_final_csc_12-05-00_annot_06-30-05.pdf)
9. Commission Rule 5: [https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule\\_5\\_final\\_csc\\_06-16-20.pdf](https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/rule_5_final_csc_06-16-20.pdf)
10. Commission Rule 1: <https://www.denvergov.org/files/assets/public/v/1/civil-service-commission/documents/rules/new-folder/rule-1-final-effective-2.12.25.pdf>