



**Denver Sheriff Department
City and County of Denver
2010
Deputy Sheriff Information Booklet**

To apply online, log onto our website at www.denvergov.jobs

Table of Contents

Salary, Benefits and Deputy Sheriff Position Summary.....	2
Deputy Sheriff Minimum Qualifications.....	4
Background/Criminal Disqualifications Informal Summary.....	4
Application Process.....	5
Testing Process.....	5
Integrity Interview.....	6
Background Investigation.....	6
Polygraph, Psychological Exam & Physical Ability Test.....	7
Conditional Offer of Employment.....	9
Medical Examination & Jail Tour Information.....	10

The provisions contained in this information booklet do not create or constitute any contractual rights between or among the Denver Sheriff Department, the City and County of Denver, Career Service Authority and any candidate or employee. The provisions of this informational booklet may be modified, rescinded, or revised, in writing only by the Denver Sheriff Department and Career Service Authority, which reserves the right to modify, rescind or revise the provisions of this informational booklet.

It is the applicant's responsibility to read the information contained in this booklet. It will provide you with important facts and requirements for employment with the Denver Sheriff Department.



DENVER SHERIFF DEPARTMENT

SALARY AND BENEFITS SUMMARY

2010 Starting Salary: \$44,070

BENEFITS

- Paid Sick Leave and Vacation
- Medical, Dental and Life Insurance
- 10 Paid Holidays
- Shift Differential, Longevity and Overtime
- Retirement Plan Funded By Employer and Employee
- Tuition Reimbursement for Education
- Tax Deferred Compensation
- Annual Uniform Issue and Allowance
- Paid Academy Training
- Off Duty Employment Opportunities
- Bilingual Pay Incentive
- Paid Military Leave (National Guard and Reserve)

DEPUTY SHERIFF POSITION SUMMARY

Deputy Sheriffs are responsible for a variety of challenging and rewarding assignments and duties which may include:

- Care and custody of detainees
- Courtroom security to include apprehension of court ordered remands
- Transport of inmates
- State and nationwide extradition of wanted persons
- Operation of impound facility/property bureau
- Hospital security
- Oversight for the criminal justice process from the custody of the arrested to incarceration of all arrestees in the City and County of Denver. This includes the booking, fingerprinting and processing of arrestees at the Pre-Arrestment Detention Facility and the long and short term inmate management and security at the Denver County Jail



- Service of criminal or civil process, execution of the eviction process, income enforcement and the enforcement, seizure and sale of property pursuant to judicial mandates

All entry level Deputy Sheriffs begin their careers in a twelve (12) week training academy followed by approximately four (4) week with a Field Training Officer (FTO) at one of the two detention facilities: the Denver County Jail or the Pre-Arrestment Detention Facility.

Upon successful completion of a one year probation period, Deputy Sheriffs may request to transfer or apply to be a member of a variety of assignments or special units. (*Some assignments/units have longer wait periods for eligibility). These assignments/units include:

- County Jail / Pre-Arrestment Detention Facility
- Court Services
- Work Release/Community Corrections
- Vehicle Impound Facility
- Correctional Care Facility/E.R. at Denver Health Medical Center
- Juvenile Diversion and Community Work Programs
- Sheriff Training Academy
- Civil Division
- Recruitment Unit
- Fugitive/Warrants Unit*
- Emergency Response Unit*
- Gang Unit*
- Honor Guard
- Field Training Officer (F.T.O.)*
- Extraditions

Deputy Sheriffs must:

- Carry, use and maintain firearms such as handguns and shotguns
- Qualify in the use of firearms quarterly

Deputy Sheriffs are trained in the use of other types of weapons as well as trained in defensive tactics and physical restraint techniques.



Denver Deputy Sheriffs do not patrol the streets for the purpose of general law enforcement and are not required to be P.O.S.T. certified.

The Denver Sheriff Department is responsible for performing special law enforcement duties that have been assigned by state statute, city charter or by the Manager of Safety.

DEPUTY SHERIFF MINIMUM QUALIFICATIONS

Deputy Sheriffs must, on or before the time of application:

- Be at least twenty-one (21) years of age
- Have a High School Diploma or a General Equivalency Diploma (G.E.D.)
- United States Citizen
- Possess a valid Colorado Class "R" driver's license before appointment as a Deputy Sheriff

BACKGROUND/CRIMINAL DISQUALIFICATIONS **INFORMAL SUMMARY**

Applicants will be disqualified for factors including but not limited to the following:

- Felony Convictions
- Domestic Violence
- Sexual Assault
- Harassment
- Negative Driving Record
- Negative Employment History
- DUI or DWI conviction in the last 36 months or two or more DUI/DWI convictions
- Illegal Drug Activity
 - Selling, delivering, distributing or manufacturing
 - Hard drug use anytime within the last 60 months



- Illegal use of drugs while employed as a law enforcement officer, firefighter or other sworn public Safety position
- Other use of illegal drugs within the past 36 months

Dishonesty or falsification of records by an applicant during the testing process or the background investigation.

RESIDENCY REQUIREMENTS

Effective January 1, 2003 The City and County of Denver has no residency requirement.

APPLICATION PROCESS

A City and County of Denver, Career Service Authority employment application must be completed by every Denver Deputy Sheriff applicant.

The application can only be filled out on-line at:

www.denvergov.jobs

Failure to fill out applications completely and accurately will result in processing delays or rejection. Career Service Authority will notify qualified applicants of the process to schedule a written test. When the written test is scheduled, a background packet will be sent to the applicant for completion.

TESTING PROCESS

All applicants must take a written general knowledge test that measures skills in:

- Reading Comprehension
- Following Instructions and Procedures



- Grammar
- Legal Terminology and Vocabulary
- Basic Math
- Memory

The test utilizes material derived from actual departmental procedures as well as the routine duties of a Deputy Sheriff. This information is provided at the time of the test. A passing score of 70% must be achieved to advance to the next level of testing. The written test normally lasts about 2 hours.

INTEGRITY INTERVIEW

Upon achieving a passing score on the written test the applicant will be required to participate in an integrity interview. Applicants must bring the completed personal history statement with them to the interview. The integrity interview consists of a one on one interview that is designed to ascertain the applicant's integrity and basic background.

BACKGROUND INVESTIGATION

Deputy Sheriff Applicants will undergo a comprehensive background investigation as part of determining suitability for employment with the Denver Sheriff Department. The completed personal history statement will be utilized during this investigation.

This statement describes:

- Applicant's Personal Habits
- Criminal History
- Driving Record
- Credit history
- Illegal Drug Use

An investigator from the Denver Sheriff Department will conduct an investigation into the applicant's background and verify information from the personal history form.



POLYGRAPH EXAMINATION

The applicant will be required to participate in a polygraph examination.

PSYCHOLOGICAL EXAM AND INTERVIEW

Applicants will undergo a two-part psychological exam that is designed to determine suitability for a position with the Denver Sheriff Department. The results of the written exam are reviewed by a Psychologist and then discussed with the applicant in a one on one interview

PHYSICAL ABILITY TEST

Deputy Sheriff Applicants are required to pass a physical ability test that measures an applicant's ability to perform job related physical tasks. This phase of the testing can occur anytime during the process.

To simulate the working conditions of a Deputy Sheriff, the applicant will be provided with, and required to wear job related equipment during the test, such as utility belt and handcuffs.

All applicants are required to wear long pants with belt loops and a belt to the test, sport shoes are recommended.

The physical ability test consists of two phases. Both phases must be successfully completed to pass the test. Failure to complete the requirements of Phase II of the physical ability test will result in disqualification from further testing during this test cycle.



CRITERIA FOR PASSING THE PHYSICAL ABILITY TEST

Applicants must complete all events within 100 seconds combined total time of the first and second timing phases. Events must be successfully completed in the required sequence.

PHASE I

Applicants will be required to perform 20 Pat or Frisk searches on a simulated prisoner.

Instructions for performing the Pat/Frisk search exercise will be provided to the applicants before this phase.

A large X is taped to the wall, simulating an inmate. The top of the X simulates the inmate's arms and the bottom simulates the prisoner's legs.

The applicant's will:

- Touch the wall where the two lines of the X intersect
- Then touch the wall at the two top points of the X
- Then touch the two bottom points of the X
- Return to the middle of the X between each touch

Once the applicants have been successfully completed the simulated searches, they will wait for further instructions.

PHASE II

First Emergency Call – a test monitor (training instructor) will inform the candidate via radio that a fire is taking place on the 3rd floor. The other test monitor standing next to the applicant will instruct the applicant to pick up a fire extinguisher and “BEGIN”.

At this time the applicant will begin the first set of timed events and the test monitors will activate their stop watches.

First Corridor Run – The applicant will run down a corridor, enter a doorway to a housing unit and proceed to a stairwell while carrying a fire extinguisher.



Stair Climb – The applicant will ascend the stairs to the 3rd floor. Once the applicant arrives on the 3rd floor, they will run down the corridor and place the fire extinguisher on the floor in a designated space. The first timing exercise will end once the fire extinguisher is properly placed.

Second Emergency Call – Having placed the fire extinguisher on the floor, a test monitor will inform the applicant via radio that a fellow officer needs assistance because of a fight on the 1st floor. The test monitor standing next

to the applicant will tell the applicant to “BEGIN”. The second timing phase will start.

Stair Descent – The applicant will descend the stairs to the 1st floor and will open the door leading to the corridor.

Second Corridor Run – The applicant will run back through the corridor to the room where the problem exists.

Prisoner Move – Upon entering the room, the applicant will move the 150 pound dummy off the bed and past a line 6 feet away in the corridor. The second timing will stop when the entire dummy passes over the line. The entire dummy **must** be completely over the line before timing ends.

CONDITIONAL OFFER OF EMPLOYMENT

After preliminary background information is obtained by the department’s background investigation, the department selects suitable applicants to continue the testing process and eliminates all other applicants from further testing.

Those that are chosen to continue further testing will:

- Receive a “Written Conditional Offer of Employment”
- Then be scheduled for a medical examination
- Be given second half of psychological testing and interview



MEDICAL EXAMINATION

The medical examination is required before any applicant is hired to determine the physical health of the applicant. The examination will include a hearing and vision test.

The medical examination is conducted at:

- Employee Health Clinic for the City and County of Denver
601 Bannock Street or
- The employee clinic at Denver International Airport

Applicants must:

- Have hearing within normal range

-
- Possess vision that is 20/20 or correctable to 20/20 with glasses or contact lenses.

APPOINTMENT AS A DEPUTY SHERIFF

Once the applicant has successfully completed all the testing phases, they are placed on the eligible hire list. This list is used to select the best qualified applicants for appointment as a Denver Deputy Sheriff.

Those applicants that are selected will begin their employment with the Denver Sheriff Department and attend the Denver Sheriff Academy.

Upon successful completion in all test areas, the new Deputies will be assigned to either the County Jail or the Pre-Arrestment Detention Facility (PADF).

JAIL TOURS

For qualified applicants, tours of the Denver County Jail & Pre-Arrestment Detention Facility can be arranged by contacting Deputy Sheriff Recruiter Norma Mock at (720) 913-3397 norma.mock@denvergov.org