

DENVER CIVIL SERVICE COMMISSION

ANNOUNCEMENT OF EXAMINATION POLICE OFFICER DENVER POLICE DEPARTMENT

January 3, 2012

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.

The City and County of Denver is an Equal Opportunity Employer, and the Civil Service Commission and the Denver Police Department, as agencies of the City and County of Denver, are committed to equal employment opportunity and compliance with all laws governing the application and hiring of suitable applicants for employment with the Denver Police Department.

Please note: The provisions contained in this Announcement of Examination do not create or constitute any contractual rights between or among the Civil Service Commission, the City and County of Denver and any applicant or employee. The provisions of this Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this Announcement of Examination.

INFORMATIONAL BOOKLET

A *Police Officer Examination Informational Booklet* is available on the Commission's website at www.denvergov.org/civilservice. The booklet contains more detailed information regarding (but not limited to) the application process, examination phases, the scoring of the examination, the minimum qualifications, exemptions from disqualification, job requirements, vision and hearing requirements, awarding of Veteran Preference and Special Skill Preference points, the Police Officer Physical Ability Test, and the essential functions of the Police Officer position.

SALARY

Salary as of December 18, 2011:	\$50,107.00
Salary as of July 1, 2012:	\$51,610.00

POLICE ACADEMY CLASSES

As a result of this examination, applicants will be considered for Police Academy classes expected to begin late 2012 and thereafter. A limited number of individuals will be processed through all phases of the examination based on hiring needs.

REQUEST FOR REASONABLE ACCOMMODATION

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. For further information, review the Police Officer Job Description in the *Police Officer Examination Informational Booklet*.

SOLICITATION OF PREFERENTIAL TREATMENT

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 QUALIFICATIONS

Citizenship: Applicants must be citizens of the United States on or before the date of application.

Colorado Residency: Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire).

Age: Applicants must be at least twenty-one (21) years of age on or before the date of application.

Education: Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application.

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.

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/CRIMINAL – AUTOMATIC DISQUALIFIERS

No Legal Impediments: To be eligible for both application for original appointment and original appointment to a position in the Classified Service, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of Police Officer. Also see Colorado Peace Officer Standards and Training (POST) Certification in this Announcement.

- Any individual who is **currently** subject to any court order(s) as a result of any **criminal** conviction, plea, deferred sentence/judgment or deferred prosecution will be disqualified.
- Any individual who is **currently** incarcerated, on work release, probation or parole for any misdemeanor or felony offense will be disqualified.

LEGAL/CRIMINAL – LIFETIME DISQUALIFICATIONS

Felony convictions: Any **Adult** (age 18 and above), or **Juvenile charged as an Adult**, who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a felony will be disqualified.

- In a juvenile court proceeding, any individual who has been convicted of (been adjudicated for), pled guilty or no contest to, and/or received a deferred judgment/sentence for an offense that would be classified as a felony if committed by an adult will be disqualified.

Misdemeanor Convictions While in Public Safety and Other Critical Positions: Individuals who have ever been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for any misdemeanor offense (non-traffic) while employed (or in a volunteer position) in any of the following positions (law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder) will be disqualified.

Misdemeanor Convictions: An individual who has ever been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence 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

- An offense of child abuse or child neglect resulting in any injury to the child or to the child's health
- Cruelty to animals
- 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
- Fraud or forgery
- Theft
- An offense involving the illegal use or possession of a firearm or an edged weapon (e.g. knife)
- Failure to register as a sex offender
- Prostitution
- Soliciting for prostitution
- Pandering
- Indecent exposure
- Resisting arrest
- Failure to obey a jury summons
- Any bias-motivated crime

LEGAL/CRIMINAL – 10 YEAR AND 5 YEAR DISQUALIFICATIONS

Misdemeanor Convictions – During the Past 10 Years: An individual who has been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for the following misdemeanor offenses during the past **120 months (10 years)** will be disqualified.

- involving any other unlawful sexual behavior not indicated above; or
- based on child abuse or child neglect that did not involve an injury to the child or to the child's health.

Misdemeanor Convictions – During the Past 5 Years: An individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for more than one (1) misdemeanor offense (non-traffic) within the past 60 months (5 years) will be disqualified.

COLORADO PEACE OFFICER STANDARDS AND TRAINING (POST) CERTIFICATION

All applicants for Police Officer must be eligible for POST Certification. Certain specified misdemeanor convictions may result in the denial of POST Certification. Therefore, an applicant shall have no conviction of, plea of guilty or no contest to, or deferred judgment/sentence 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.

Except as may be provided under Rule 3 § 7 Exemption from Automatic Disqualification for Behavior Prior to Age 18 and Occurring at least 20 Months Prior to Date of Application, there shall be no exemption from disqualification for offenses as provided in this subsection regardless of any exemption or variance having been granted by the POST Board or its Executive Director.

To get a listing of the misdemeanor convictions that apply, applicants may contact the **Colorado POST Board at (303) 866-5692** or find a link to the POST Board on the web at www.ago.state.co.us

IMPORTANT LEGAL DEFINITIONS

Conviction, Plea of Guilty, Deferred Judgment/Sentence: In this Announcement of Examination, the phrase “**conviction of, plea of guilty or no contest to, or deferred judgment/sentence for,**” or any part thereof, applies to:

- a. Any adult criminal offense;
- b. Any juvenile offense when the juvenile was charged as an adult;
- c. Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor if committed by an adult.

Juvenile Record or Adult Criminal Record: If an individual is unsure of the formal legal status of any items in their juvenile record or their adult criminal record, they are urged to obtain a copy of their criminal history. If an individual still has questions after reviewing their juvenile or criminal history, they should obtain legal advice prior to submitting an application. Civil Service Commission staff cannot provide legal advice in these matters.

Sealed or Expunged Records: Juvenile records are not automatically “expunged” and adult criminal records are not “sealed” without obtaining an “**order of the court**”. If a criminal record has been “**sealed**”, or if a juvenile record has been “**expunged**”, by an “**order of the court**”, or if a criminal conviction has been “**pardoned**”, it may have an effect on how individuals answer certain questions in the application process and, therefore, whether they are subject to disqualification.

DRUGS

ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE, OR MANUFACTURE - AUTOMATIC DISQUALIFIERS

DRUGS - LIFETIME DISQUALIFICATIONS

No Felony or Misdemeanor Offenses Involving Hard or Soft Drugs: Any individual who has **ever** been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **any felony or misdemeanor offense involving or relating to any** (controlled substance) **hard drug** or **soft drug** will be disqualified.

No Illegal Drug Use While in Public Safety and Other Critical Positions: Any individual (on or off the job) who has **ever** illegally **used, purchased or possessed soft drugs or hard drugs, 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** will be disqualified.

No Illegal Drug Distribution: Any individual who has ever illegally provided, delivered, transferred, or transported any hard or soft drugs to or for another person will be disqualified. See *Civil Service Commission Rule 1 – Definitions* available on the Commission’s website at www.denvergov.org/civilservice for further details regarding “*Distribution*”.

- 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.

No Marijuana Distribution: Any individual who has ever provided, delivered, transferred, or transported any quantity of marijuana (including medical marijuana) to or for another person, that involved any barter, exchange, or transfer of money will be disqualified.

- Also, any individual who has ever provided, delivered, transferred, or transported more than one ounce of marijuana to or for another person, even when there is no barter, exchange, or transfer of money, will be disqualified.
- **Exception to Marijuana Distribution:** The delivery, transfer, or transportation of one ounce or less of marijuana to or for another person, that did not involve any barter, exchange, or transfer of money will be considered Use, Purchase or Possession. Any individual engaging in such behavior within the past 36 months (3 years), will be disqualified.

No Illegal Drug Manufacturing: Any individual who has ever illegally manufactured (e.g. produced, prepared, processed, or grown) hard drugs or soft drugs, including any marijuana, will be disqualified.

No Illegal Drug Sales: Any individual who has ever illegally sold hard or soft drugs, including any marijuana, that involved any barter, exchange, or transfer of money will be disqualified.

- Illegal drug sales 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 money from one person to another even if the “middleman” receives no benefit from the sale or purchase.

DRUGS - 5 YEAR AND 3 YEAR DISQUALIFICATIONS

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), will be disqualified.

No Illegal Use, Purchase, Possession of Soft Drugs – Past 3 Years: Any individual who has illegally used, purchased, or possessed any soft drug, including any marijuana, products containing marijuana, or medical marijuana within the past **36 months** (3 years), will be disqualified.

No Illegal Use of Prescription Drugs Not Prescribed for You: Any individual who has used someone else's 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.

IMPORTANT DRUG RELATED DEFINITIONS

MARIJUANA - Because Marijuana is a Schedule I controlled substance under Federal law, any use, purchase, possession, distribution, sale or manufacture (including transportation for the purpose of distribution, sale or manufacture) 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 be regarded as "illegal" for purposes of application for Police Officer.**

HARD DRUG - Generally, any schedule I, II, III or IV controlled substance, 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, Meth-amphetamine, 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”.)

SOFT DRUG – 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, 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”.)

TRAFFIC AND DRIVING RELATED OFFENSES
AUTOMATIC DISQUALIFIERS

Operating a Motor Vehicle Without Insurance Within the Past 2 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a traffic violation/infraction based on operating a motor vehicle without insurance within the past **24 months (2 years)** will be disqualified.

Driver's License Suspension Within the Past 2 Years: Any individual who has had their driver's license suspended, based on moving traffic violations/infractions within the past **24 months (2 years)**, will be disqualified.

DUI/DWAI Within the Past 5 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) within the past **60 months (5 years)**, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

More Than One DUI/DWAI: Any individual who been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a **DUI** (Driving Under the Influence) **or** for 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.

Major Traffic Violations/Infractions Within the Past 7 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence within the past **84 months (7 years)**, for any of the following major traffic violations/ infractions will be disqualified :

- Leaving the scene of an accident
- Eluding or attempting to elude a peace officer
- Engaging in a speed contest
- Reckless driving
- Careless driving resulting in serious bodily injury or death

EXEMPTION FROM DISQUALIFICATION FOR BEHAVIOR PRIOR TO AGE 18

If an individual fails to meet a minimum qualification based on behavior or criminal history occurring both prior to age eighteen (18) and more than five (5) years ago, the individual may be eligible to request an exemption from disqualification. However, any legal matter concerning any conviction of, plea of guilty or no contest to, or deferred judgment/sentence for which the individual was charged as an adult does not qualify for an exemption consideration. The request for exemption must be made in writing.

Requests for Exemption from Disqualification should be submitted **prior to application** on an official Commission Exemption Request Form. The Form can be found on our website at www.denvergov.org/civilservice . To request an exemption, an applicant must provide a detailed and full explanation of the behavior or the underlying incident regarding the disqualification or potential disqualification. The explanation provided must include the date(s) of occurrence listed

by month and year for each occurrence along with a copy of applicant's birth certificate and copies of any relevant court or legal documents detailing any criminal/juvenile charge(s), any related plea(s), any deferred judgment/sentence, and the final disposition. Any request for exemption from disqualification will be reviewed on a case-by-case basis.

Requests may be mailed to: Earl E. Peterson, Executive Director
Denver Civil Service Commission
Wellington E. Webb Bldg., 7th Floor
201 W. Colfax Avenue, Dept. 1208
Denver, CO 80202

The request may also be submitted via fax at (720) 913-3373 or via e-mail at: earl.peterson@ci.denver.co.us

An applicant shall have **no right of appeal** to the Commission regarding any denial of a request for exemption from automatic disqualification or the resulting enforcement of an automatic disqualification. The granting of any request for exemption from automatic disqualification shall not preclude the Commission, the respective Department or the Manager of Safety from considering the subject criminal or juvenile court records or behavioral issue(s) when reviewing an applicant's character, background and relative qualifications in any subsequent preliminary file review, suitability assessment, final background review, or in any other screening or selection process for appointment to the Classified Service.

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. (For further information, review the Police Officer Job Description and List of Essential Job Functions, Knowledge, Skills, Abilities, Personal Characteristics and Other Characteristics for the Job of Denver Police Officer in the *Police Officer Examination Informational Booklet*.)

JOB REQUIREMENTS/WORK SCHEDULE

Applicants must meet **all** of the 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.

The work schedule depends upon which of the six district stations a Police Officer is assigned to. 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.

APPLICATION PROCESS

Application Period: The application period opens at 9:00 a.m. on Monday, January 30, 2012, and will remain open until registration is completed on Friday, April 27, 2012. In addition to any application periods for the general public, the Commission may provide special application periods for eligible Denver Public Safety Cadets and eligible Denver Police Reserve Officers.

How to Apply: Starting at 9:00 a.m. on Monday, January 30, 2012, prospective applicants can log onto the Denver Civil Service Commission Website at www.denvergov.org/civilservice to access the testing schedule, complete an application and to schedule a testing appointment. Due to the limited number of available test appointments, all scheduling is done on a first-come, first-served basis. In order to secure a reserved test appointment, an application must be completed on-line.

Walk-In Testing: If all test appointments are filled or if an applicant does not have a scheduled test appointment, he/she can “walk-in” on any scheduled test date prior to **7:30 a.m.** If there are available computer stations at the close of that day’s registration at 7:31 a.m., then “walk-in’s” are allowed to test on a **first-come, first-served basis**. “Walk-in’s” are **highly encouraged to apply on-line** at www.denvergov.org/civilservice in order to ensure that they meet the minimum qualifications and to save time on test day if there are available test openings. The Wellington Webb building located at 201 W. Colfax Avenue, Denver, CO 80202 does not open to the public until 7:00 a.m. however, “walk-in” applicants are not prohibited from arriving earlier. Due to the competitive nature of Police Testing, “walk-in” applicants who arrive prior to 7:00 a.m. **must** line up at the Court Place side entrance of the Webb building (on Court Place near 15th St.). The Commission anticipates utilizing up to thirty four (34) computer stations per testing period.

Test Dates: Testing starts on **Tuesday, March 6, 2012 and ends on Friday, April 27, 2012**. See our website at www.denvergov.org/civilservice for a detailed calendar.

Internet Access: If an individual does not have Internet access at home to complete the on-line application, computers with Internet access are available at Public Libraries, the Denver Department of Safety Recruitment office located on the 7th floor of the Wellington Webb Building, 201 W Colfax Ave., or at any of the following Denver Workforce Locations:

Denver Workforce Center at Speer
1391 N. Speer Blvd., Suite 500
At 14th & Speer, (in the Parkway Professional Building above King Sooper)
Hours: 8 am-4:45 pm
(720) 865-5619

Denver Workforce Center at DIA
8500 Pena Blvd.
(Located in DIA’s main terminal)
Hours: T,W,TH 8:30 am-5pm
(303) 342-2590

Denver Workforce Center at Westside
1200 Federal Blvd.
(Federal & 12th, in the Dept. of Human Services’ Richard T. Castro Bldg.)
Hours: 7:30 am-4:30 pm
(720) 944-1615

Denver Workforce Center at Montbello
4685 Peoria St., Suite 251
Hours: 8am-5:00 pm
(720) 865-4800

Picture I.D. Required to Test: A driver’s license is required to gain admittance into all Civil Service tests/appointments.

Test Location: The written test will be administered at the Denver Civil Service Commission’s computer lab located on the 7th floor of the Wellington Webb Building. The street address is 201 W. Colfax Avenue, Denver, CO 80202.

Test Time: On test days, the written test WILL begin promptly at 7:30 a.m. Applicants with scheduled appointments should arrive at least 15 minutes prior to their appointment. **LATE ARRIVALS WILL NOT BE ADMITTED!**

Length of Test: Applicants should plan on spending 3 – 4 hours to complete the test process.

Parking: Parking at a meter is not recommended due to the length of the test. Once the test has begun, applicants will not be permitted to leave the test area. There are several pay parking lots in the area.

No-show Policy for Written Test Appointment: Applicants who do not show for their scheduled written test appointment and who do not cancel their written test appointment in advance of their scheduled testing date and time will be assessed a **\$25.00 no-show fee**, will be disqualified and will be prohibited from reapplying and retesting for six (6) months from the original scheduled appointment date. Once the fee is paid, following the six (6) month period, applicants may reapply if applications are being accepted. Disqualified applicants who fail to pay their “no-show” fee will be prohibited from any future Police/Fire testing. Fee payments (personal check, cashier’s check or money order) should be made payable to *Treasurer – City & County of Denver* and sent or paid in person to the following address: Denver Civil Service Commission (Accounts Receivable), 201 W. Colfax Avenue (Dept. 1208 - 7th Floor), Denver, CO 80202. Applicants must include their full legal name, a contact number and the last four digits of their social security number.

EXAMINATION AND SCREENING PHASES*

- *PHASE I* - Completion of a Computerized On-Line Application and Scheduling a Test Appointment.....Qualified/Not Qualified
- *PHASE II* - Computerized Written Test.....Pass/Fail

Computerized Written Test: A written test will be administered to all applicants via a computer at the Civil Service Commission office at times and dates individually scheduled on-line by applicants or as noted on the Commission’s Test Calendar located on our website at www.denvergov.org/civilservice. A *Police Officer Written/Video Test Applicant Orientation Study Guide* is available through our Website at www.denvergov.org/civilservice. Applicants will be given a brief orientation about the computerized test process prior to the written test and will review their completed on-line application. Applications will be reviewed for minimum qualifications such as age, citizenship, education, felony and misdemeanor convictions, drug use, and DUI/DWAI’s. Immediately following the orientation, if the application is accepted, the applicant will proceed with the written test. The entire test process may take 3 – 4 hours to complete.

Confidentiality Agreement: The contents of the Civil Service Commission tests are considered highly confidential and may not be divulged in any manner to anyone. Applicants who test are required to maintain the integrity of the tests and will be required to sign a confidentiality agreement at the time of the written test. Additionally, applicants who are processed will be subject to questions during the polygraph regarding maintenance of the confidentiality agreement.

Written Test Score: The Written Test is a computerized test regarding writing ability skills which comprises 44 questions (to include: grammar, spelling, punctuation, and ease of understanding); and human relation skills which comprises 58 questions (to include: ability to work under stressful conditions, integrity, ethics, decision-making, self-control, maintain confidentiality, interpersonal skills, teamwork, ability to follow rules, and demonstrate respect for others). The passing score for the Written Test is 64.7059%. Applicants will be given a total of three (3) hours to complete the entire Written Test. The Written Test is not used for the purpose of ranking applicants. However, **only applicants who pass the Written Test will be allowed to take the Video Test.**

Eligibility to reapply/retest: Applicants who fail the Written Test are allowed to reapply/retest on or after six (6) months from the date of their failed Written Test. Applicants who pass the Written Test are eligible to reapply/retest one (1) year from the date of their most recent passed test. Reapplying and retesting are dependent on applications being accepted and test slots being available. If you have questions regarding when you are eligible to reapply and retest, call the Commission office at (720) 913-3365.

- *PHASE III* - Video Test/Final Examination Score.....Ranking

A Video Test will be administered (immediately after the Written Test) to all applicants who receive a passing score on the Written Test. Via the computer monitor, the applicant will be shown video scenarios. The applicant will be asked to choose the best out of four responses to each scenario. (Sample video scenarios are available on our web site: www.denvergov.org/civilservice.) The Video Test is scored, but it is not a pass/fail test. An applicant's Video Test score is the applicant's "total exam score."

The Video Test is worth a maximum of 100% of the total exam score. Your **Final Exam Score** is your Video 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.

- *PHASE III* (Cont.) - Completion of a Behavioral Questionnaire.....For Information & Review

The following steps are required only if applicants are selected for additional testing and screening:

When selecting individuals for additional testing and screening, the Commission will consider an applicant's ranking, the anticipated personnel needs of the Department of Safety and any Court orders in effect.

- *PHASE IV* - Supplemental Application & Background History Form....For Information & Review
- *PHASE V* - Physical Ability Test.....Pass/Fail

- *PHASE VI* - Written Suitability Assessment.....For Information & Review
- *PHASE VII* – Polygraph.....For Information & Review
- *PHASE VIII* - Suitability Assessment/Interview.....Suitable or Unsuitable
- *PHASE IX* - Preliminary File Review.....Pass/Fail
- *PHASE X* - Background Investigation.....For Information & Review
- *PHASE XI* - Commission Background Review.....Pass/Fail

The Commission reserves the right to change the order of the 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.

*Additional details regarding the Examination and Screening Phases are provided in the *Police Officer Examination Informational Booklet* located on our website at:
www.denvergov.org/civilservice

Applicant Responsibility for Additional Test Phases: Applicants must keep their mailing address, e-mail address and telephone number(s) current at all times with the Civil Service Commission. Upon successful completion of the written test, applicants must report vacations or other extended absences of more than seven (7) days duration to the Commission in writing. Any neglect to report vacations or extended absences may delay an applicant’s processing or may be cause for disqualification from further processing.

Applicants who **fail** to show for further phases when notified in writing may be 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 disqualification from further testing.

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.

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

In addition to the provisions of a court order, applicants who meet all requirements of the Lateral Entry Police Officer and Denver Police Reserve program may be given priority for hiring consideration. Also, up to 25% of an academy class may be appointed from those applicants on the Public Safety Cadet Eligible Register

PREFERENCE POINTS

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 in the *Police Officer Examination Informational Booklet*.

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 “Intermediate” or “Advanced” oral communication 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 “proficient”, they will receive five (5) special skill preference points to be added to their Video Test Score. A maximum of five (5) points may be awarded, even if language proficiency is demonstrated in more than one target language. Further details regarding the awarding of special skill preference points are provided in the *Police Officer Examination Informational Booklet*.

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 Manager of Safety, if their final examination score so warrants, and in consideration of any Court Orders in effect. The Commission may maintain separate eligible registers as provided in Rule 7 § 2(B).

CERTIFICATION

When a requisition to hire for an academy class has been received from the Manager of Safety, the Commission shall certify to the Manager of Safety a list of names equal to the number to be appointed plus as many additional names from the respective eligible 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. From the certification list received, the Manager of Safety shall select those applicants, in consideration of an appointment, who are to receive a conditional offer of employment.

POLICE DEPARTMENT PANEL INTERVIEW

Applicants who have been certified for consideration for original appointment may be subject to an interview by a panel of members from the Denver Police Department.

CONDITIONAL OFFER OF EMPLOYMENT

The Manager 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).

Applicants receiving a conditional offer of employment are subject to a medical evaluation, a drug screen and must be fingerprinted. Further details regarding the conditional offer testing can be found in the *Police Officer Examination Informational Booklet*.

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 of employment shall also be revoked should an applicant have his/her name be removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

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 don't otherwise pose a direct threat to the health and safety of themselves or others.

ATTENTION:

Falsification or omission of any information, or the material misrepresentation of fact, including statements indicated on the Police Officer application, form(s), or any other documentation as required by the Civil Service Commission, may be grounds for removal of the applicant's name from the eligible register and, if appointed, the applicant may be dismissed from the Denver Police Department for violating the above Civil Service Commission rule.

Any protests or challenges by an applicant or potential applicant to the content of this official announcement, and/or plan set forth herein, must be presented in writing to the Executive Director of the Commission.

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