



DENVER
THE MILE HIGH CITY

Civil Service Commission
Police and Fire Classified Service

Webb Municipal Building, 7th Floor
201 W. Colfax Ave, Dept 1208
Denver, CO 80202-5332
P: 720-913-3370
F: 720-913-3373

www.denvergov.org/civilservice

APPLICANT SELF-REVIEW **DENVER POLICE OFFICER**

As the largest metropolitan Police department in Colorado, the Denver Police Department provides outstanding opportunities for a career in law enforcement. The Department attracts and hires people from varied backgrounds and with varied experiences. In a typical year, the Denver Civil Service Commission will test well over a thousand Police applicants and will actively screen hundreds of those applicants for Denver Police Academy consideration. The selection process for Police Officer is very competitive. The Minimum Qualifications and additional screening standards for the position reflect the high standards demanded of individuals who will be given the authority and responsibility to enforce the law, and who must be able to maintain the public's confidence and trust.

Prior to submitting a Police Officer application, an individual should critically assess his or her own background in light of not only the Minimum Qualifications for the position, but also the additional screening standards that are presented below.

Minimum Qualifications: The Civil Service Commission has established a first tier of Minimum Qualifications that a Police applicant must meet in order to be eligible to test. Those who do not meet the Minimum Qualifications will be subject to “automatic disqualification.” Keep in mind that for some of the Minimum Qualifications an individual may be eligible to request an **Exemption from Disqualification** if the disqualifying behavior in question was prior to age eighteen (18) and it occurred more than five (5) years ago.

To view the Minimum Qualifications and obtain additional information on the Exemption from Disqualification for Behavior Prior to Age 18, please go to the Commission's web site: www.denvergov.org/civilservice. (If you believe you will be subject to “automatic disqualification” for some behavior prior to age 18, you should submit your request for an exemption from disqualification prior to submitting your application. If you have questions, call 720-913-3371.)

Additional Screening Standards: The testing and screening process is designed to ensure not only that applicants meet the Minimum qualifications, but also that the best qualified applicants are considered for hire. As with any application process, Denver wants to hire applicants that will perform the job of Police Officer efficiently, effectively and safely.

Applicants who do not demonstrate maturity, responsible behavior and sound decision making skills will not be considered for hire. The personal characteristics and values that are deemed **essential** to performing the duties and responsibilities of a Police Officer include the following: honesty; integrity; personal ethics; compliance with laws, rules, regulations and orders; dependability; good judgment; self-control; interpersonal skills; respect for others; respect for



An Equal Opportunity Employer
Commissioners

Neal G. Berlin – Anna Flores – Cecelia E. Mascarenas – Hillary Potter – Stephen J. Young

Executive Director
Earl E. Peterson

diversity; and teamwork. An applicant's prior conduct is an indication of whether the applicant possesses these personal characteristics and values.

COMPLETE THE FOLLOWING SELF-REVIEW

No one expects a Police applicant to have a “perfect” background. However, your background is required to reflect the maturity, integrity and judgment appropriate for a Police Officer, otherwise you are not likely to be successful in the testing/selection process.

HONESTY, INTEGRITY AND PERSONAL ETHICS

Police Officers are required to demonstrate the highest possible personal integrity through their honesty and ethical conduct. Police Officers must be truthful. Police Officers need to faithfully perform their duties and always do the right thing for the right reason.

Self Review:

- Have you demonstrated a history of honesty, integrity and personal ethics in your business and personal life?
- Do you admit to and understand past mistakes?
- Have you refrained from using employment or a position of authority for personal gain?
- Have you accepted responsibility for your actions?
- Are you willing to honestly and fully disclose all requested information regarding your employment history, employment related discipline, prior applications with other Public Safety entities, driving and criminal records, financial/credit history, illegal drug use/sales, and alcohol abuse?
- Are you willing to undergo a **confidential** background investigation? The background investigation will include a confidential inquiry with both listed and unlisted references as to your character and suitability to become a Police Officer. Prior employers, military personnel, friends, relatives and other individuals will be contacted to verify information that you have provided and to verify your suitability.

❖ COMPLIANCE WITH LAWS, RULES, REGULATIONS AND ORDERS

Police Officers must possess good common sense and must demonstrate through their past behavior that they can analyze a situation quickly, make sound and responsible decisions and take appropriate action.

The Commission will conduct criminal and motor vehicle records checks. The Commission considers your age at the time of any offense, the severity of the offense and any fines and/or penalties imposed. Any demonstrated behaviors that exhibit a pattern of unwillingness to comply with laws, rules, regulations or orders raises serious concerns about your character and your judgment.

Do not assume that juvenile records are automatically cleared upon becoming an adult. Additionally, accepting a plea bargain or completing a deferred judgment or sentence does not necessarily clear your criminal record. Please verify your eligibility prior to submitting a Police application.

Self Review:

- Is your background free of legal issues?
- Do you obey laws, rules, regulations and orders?
- Do you engage in safe driving practices?
- Do you have outstanding warrants?
- Have you recently received any motor vehicle tickets or has your license been recently suspended?
- Do you have a history of DWAI, or DUI or have you driven without insurance?
- Are you able to follow orders and directives?
- Have you demonstrated risky behavior?
- Have you recently used illegal drugs?
- Have you abused alcohol or prescription medications?
- Have you failed to pay traffic fines or taxes?
- Have you associated with individuals while they are breaking the law?

❖ DEPENDABILITY, GOOD JUDGMENT, SELF-CONTROL, INTERPERSONAL SKILLS

Police Officers must demonstrate maturity, good decision making skills, initiative and the ability to follow through on commitments without constant supervision and detailed instruction. Police Officers must critically analyze options and determine an appropriate course of action in a given situation. Police officers must maintain good working relationships and must be able to interact effectively with the public.

Self Review:

- Have you demonstrated dependability in your work and personal life?
- Have you made good decisions in your work and personal life?
- Have you completed work as required and on schedule?
- Are you fiscally responsible and have you acted responsibly in your financial obligations? Are there mitigating circumstances?
- Have you demonstrated sound decision making skills and have you exercised self-control and restraint?
- Do you accept responsibility for your past actions and mistakes?
- Have you been able to maintain good work and personal relationships?
- Do you have a history of disciplinary actions in your employment?

❖ RESPECT FOR OTHERS, RESPECT FOR DIVERSITY, AND TEAMWORK

Police Officers must deal effectively with others in a cooperative and courteous manner. Police Officers must be able to work effectively alone or as a member of a larger team. Police Officers must demonstrate impartiality in dealing with issues of age, gender, sexual orientation, race or ethnicity, disability, religion and cultural diversity.

Self Review:

- Do you understand the impact of words and behaviors on others and do you modify your behavior, comments or course of action accordingly?
- Do you have concern for the feelings and perspectives of others?
- Do you use tact and diplomacy to achieve goals, resolve disputes, and to diffuse or deescalate conflict?
- Have you been involved in any incidences of domestic violence as the perpetrator?
- Do you have a history of telling racist or sexist jokes or making biased comments?
- Are you able to effectively work as a member of a team, making appropriate contributions and recognizing the achievement of others?

❖ PREPARATION FOR THE JOB

Police Officers must be physically and mentally able to perform the essential functions of a Police Officer (with or without reasonable accommodation). The mental and physical demands of the Police Academy followed by an extensive field-training program and rigorous work schedules place heavy demands on those entrusted to serve as a Police Officer. Are you physically and mentally prepared to become a Police Officer?

Self Review:

- Do you know the detailed duties and responsibilities of a Police Officer?
- Are you currently participating in a physical fitness program?
- Are you prepared to work various shifts, weekends and holidays?
- Have you participated in any Police department “ride-a-longs”?
- Is your family supportive of your decision to become a Police Officer?

The Denver Civil Service Commission is an Equal Opportunity Employer (EOE)