

CITY AND COUNTY OF DENVER CIVIL SERVICE COMMISSION



2012 FIREFIGHTER EXAMINATION INFORMATIONAL BOOKLET

To review the test calendar, schedule your testing appointment and to review test preparation information, log onto our website at: www.denvergov.org/civilservice

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Denver Firefighter and provides applicants with an informational summary of the examination/screening process.

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The provisions contained in this informational booklet 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 The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this informational booklet.

INFORMATIONAL SUMMARY

QUESTIONS (?)

If you have questions not covered in this booklet, call the Civil Service Commission office at (720) 913-3371 (Monday-Friday, 7:00 a.m. to 5:00 p.m.) excluding holidays.

REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an entry-level Firefighter with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job. Please refer to the section **Essential Firefighting Functions** on page 31. See also, **Knowledge Areas** on page 35.

FIREFIGHTER ACADEMY CLASSES

As a result of this examination, applicants will be considered for Firefighter 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.

DUTIES AND WORK RESPONSIBILITIES

Under supervision, Firefighters respond to fire alarms with assigned company and assist in extinguishing fires in the protection of lives and property; assist in cleaning and caring for apparatus, equipment and quarters; administer first aid treatment; assist in rescue work in various emergencies; and inspect buildings for fire hazards and compliance with fire prevention ordinances. At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, human resources, fire dispatch, or fire prevention. For additional information see the **Essential Firefighting Functions** section on page 31.

JOB REQUIREMENTS

Applicants must meet all of the minimum qualifications.

Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to ensure compliance.

While employed with the Denver Fire Department, Firefighters are required to obtain and maintain certification as an E.M.T. Renewal training and testing is required to ensure compliance.

WORK SCHEDULE

The work schedule consists of a 48-hour average work week. Each Firefighter works one day (24 hours) and then has two days (48 hours) off. Every seventh shift each Firefighter is scheduled for an additional day off. At the discretion of the administration, firefighters may also be assigned various other work schedules in accordance with their work assignments.

SALARY AND BENEFITS

Salary as of December 18, 2011: \$46,710.30

Salary as of July 1, 2012: \$48,111.70

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

HELPFUL WEBSITES

The Denver Civil Service Commission's website contains information regarding the Police Officer and Firefighter application process, testing, test preparation, current testing schedules, links to resources and the Department of Safety Recruiters, and Commission meeting dates. You can locate us at www.denvergov.org/civilservice .

Additionally, you may visit the Department of Safety's recruitment website at www.denvergov.jobs for upcoming recruitment events; test preparation information; and links for general Department of Safety information and minority resources.

CHANGE IN APPLICANT'S PERSONAL INFORMATION

Applicants are required to notify the Commission in writing of any change in personal information such as address, telephone/cell number and e-mail. Additionally applicants called on for further screening/processing must notify the Commission in writing of any change to their supplemental application or background history form information.

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

Applicants must meet all of the minimum qualifications. Except as noted, any failure to meet one or more of the minimum qualifications will result in your automatic disqualification. **Please note that some standards have particular time limits associated with them.** If this applies to your situation, you may later become eligible and apply once those time limits have lapsed.

If you have already scheduled a written test appointment and find that you do not meet the minimum qualifications, please contact the Denver Civil Service Commission at 720-913-3365 to cancel your appointment and avoid a “no-show” fee.

Exemption from Disqualification for Behavior Prior to Age 18: If you do not meet a minimum qualification based on your behavior or criminal history **occurring both prior to age 18 and more than five years ago**, you may be eligible to request an “**Exemption from Disqualification**”. (Please see **Exemption from Disqualification for Behavior Prior to Age 18**, on page 6 for details and the procedures for requesting an exemption.)

Reviewing Definitions of Terms: Your **understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses** contained in this booklet is **critical** to your ability to determine if you meet the minimum qualifications. For a complete listing of Definitions of Terms, please refer to Commission Rule #1 located on our website at www.denvergov.org/civilservice. The link to “Commission Rules” is located in the left margin.

GENERAL QUALIFICATIONS

- **CITIZENSHIP:** Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.
- **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 eighteen (18) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.
- **EDUCATION:** Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. Acceptable proof of a high school diploma or GED certificate will be required if selected to proceed beyond the written test. Acceptable substitutes for a high school diploma or GED certificate include an original certified high school transcript bearing the official school seal and showing graduation date, or an original letter from the school on the school's letterhead which verifies the graduation.

- **DRIVER'S LICENSE:** Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment, and must maintain any licensing requirements of the respective department.
- **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 Fire Department.

LEGAL/CRIMINAL - AUTOMATIC DISQUALIFIERS

- **NO LEGAL IMPEDIMENTS:** To be eligible for both application and appointment to a position in the Denver Fire Department, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of Firefighter. Also see Emergency Medical Technician (E.M.T.) State Certification on page 6.
 - 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)
- **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.
- **EMERGENCY MEDICAL TECHNICIAN (EMT) STATE CERTIFICATION:** All applicants for Firefighter must not have any legal impediments for state certification as an EMT as provided in C.R.S. 25-3.5-203. EMT certification is granted by the Colorado Department of Public Health and Environment under the State Board of Health rules pertaining to Emergency Medical Services as found in 6 CCR 1015-3. A conviction of, or plea of no contest to, certain felony and misdemeanor offenses may result in a denial of state certification as an EMT.

IMPORTANT LEGAL DEFINITIONS

CONVICTION, PLEA OF GUILTY, DEFERRED JUDGMENT/SENTENCE: Throughout this booklet 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 you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records 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 you answer certain questions in the application process.

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 (not including marijuana) to or for another person will be disqualified.
 - 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

HARD DRUG – “Hard drug” means any Schedule I, II, III or IV controlled substance, the illegal use of which would be classified as a felony under Colorado State Law, and/or the illegal possession of which would be classified as a felony; except when the schedule II, III or IV controlled substance is possessed or used pursuant to being legally prescribed, administered, or dispensed for bona fide medical needs.

EXAMPLES: 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, Heroin, Ice, Ketamine, Librium, LSD, 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, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax., XTC, Yellow Jackets

MEDICAL MARIJUANA - Because marijuana has no recognized medical use under Federal Law, “**medical marijuana**” is considered to be **illegal** and is treated the same as any other “**marijuana**” under these Minimum Qualifications. Whenever the term “**marijuana**” is used it includes “**medical marijuana**”.

PRESCRIPTION DRUG – “Prescription drug” means **any** Schedule II, III, IV, or V controlled substance that legally requires a “**doctor’s prescription**” in order to be administered or dispensed for bona fide medical needs.

MEDICAL MARIJUANA NOT A PRESCRIPTION DRUG – Marijuana is a Schedule I controlled substance. As such, it has no recognized, bona fide medical use under federal law. Marijuana, therefore, will not be considered a “prescription drug” under Commission Rules, regardless of any medical recommendation, prescription, dispensing, or administration under any state or local law.

SOFT DRUG - “Soft drug” means any Schedule V controlled substance, the use of which would be classified as a misdemeanor under Colorado State Law except when the Schedule V controlled substance is possessed or used pursuant to being legally prescribed, administered, or dispensed for bona fide medical needs. Soft Drug also means marijuana in a quantity less than eight (8) ounces, the use or possession of which would be classified as a petty offense or misdemeanor under Colorado State Law.

EXAMPLES: Illegal use of cough syrup with low dose codeine and any use of Ganja, Marijuana, Medical Marijuana or synthetic Marijuana such as Spice.

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/INFRACTONS 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

To be eligible for consideration for an Exemption from Automatic Disqualification an applicant's behavior that established the basis for automatic disqualification, or the underlying incident upon which the legal proceeding was initiated must have occurred prior to applicant's eighteenth (18th) birthday; and must have occurred at least sixty months (5 years) prior to the date of application; and **may not** concern any conviction of, plea of guilty or no contest to, or deferred judgment/sentence for a felony offense for which the individual was charged as an adult.

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.

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.

APPLICATION PROCESS/TESTING INFORMATION

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 a eligible registers for original appointment to the position of Firefighter for the Denver Fire Department. The eligible register 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 eligible registers by the Civil Service Commissioners.

APPLICATION PERIOD: The application period opens at **9:00 a.m. on Monday, November 28, 2011** and will remain open until all test appointments are filled.

HOW TO APPLY: **Starting at 9:00 a.m. on Monday, November 28, 2011,** 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 test 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 Fire Testing, “walk-in” applicants who arrive prior to 7:00 a.m. **must** line up at the Court Street side entrance of the Webb building (between 14th St. and 15th St.). The Commission anticipates utilizing up to thirty four (34) computer stations per testing period.

TEST DATES: Testing starts on **Tuesday, January 3, 2012 and ends on Thursday, February 29, 2012.** See our website at www.denvergov.org/civilservice for a detailed calendar.

INTERNET ACCESS: If you do not have Internet access at home to complete the on-line application, computers with Internet access are available at any Public Library, the Denver Department of Safety Recruitment office located on the 7th floor of the Wellington E. 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

TEST LOCATION: The test will be administered at the **Denver Civil Service Commission** office located on the 7th Floor of the Wellington E. Webb Municipal Building, 201 W. Colfax Avenue, Denver, CO, 80202.

PARKING: Parking at a meter is not recommended due to the duration 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.

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!**

PICTURE I.D. REQUIRED TO TEST: A driver's license is required to gain admittance into all Civil Service tests/appointments.

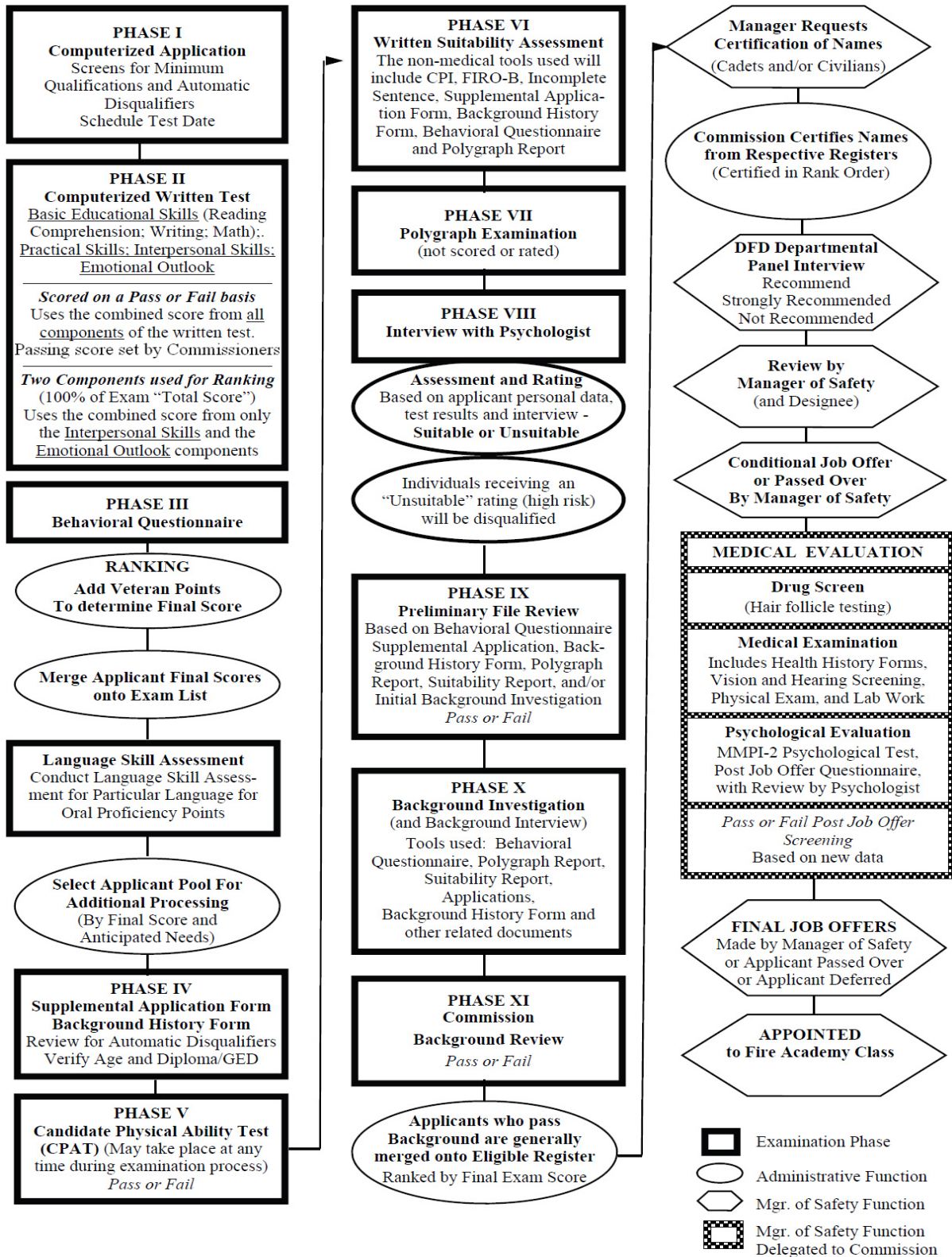
LENGTH OF TEST: Applicants should plan on spending 3 – 4 hours to complete the test process.

NO-SHOW POLICY FOR WRITTEN TEST APPOINTMENT: Applicants who do not show for their scheduled written test appointment or who do not cancel their written test appointment in advance of their scheduled testing date and time will be assessed a **\$25.00 cancellation fee** and will be disqualified from further consideration. To reapply, disqualified applicants must pay the "no-show" fee prior to being allowed to schedule a future appointment. 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.

STUDY GUIDE: A *Firefighter Study Guide* is available through our Website at www.denvergov.org/civilservice .

VACATIONS OR EXTENDED ABSENCES: Upon successful completion of the written test, applicants must notify the Commission in writing of any vacation or extended absence of more than seven (7) days in duration to ensure proper notifications can be made.

ENTRY-LEVEL FIREFIGHTER EXAMINATION PROCESS



EXAMINATION AND SCREENING PHASES

- **PHASE I – COMPUTERIZED APPLICATION** Qualified/NotQualified

In order to secure a reserved test appointment, an application must be completed on-line at www.denvergov.org/civilservice . However, if an on-line application is not completed in advance, an application must be completed at the time of written test. In order to test, applicants must meet the minimum qualifications noted in this booklet.

- **PHASE II – COMPUTERIZED WRITTEN TEST** Pass/Fail and Ranking

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 *Firefighter 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.

CONFIDENTIALITY AGREEMENT: The contents of the Civil Service Commission tests are considered highly confidential. 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 regarding maintenance of the confidentiality agreement during the polygraph.

WRITTEN TEST SCORE: The written test is comprised of four components: Practical Skills, Interpersonal Skills, Emotional Outlook and Basic Educational Skills. These four components, combined are scored on a **strictly pass/fail basis**. The determination of the minimum passing score shall be made by the Civil Service Commission after all applicants have completed the written test scheduled for January and February 2012. Further details regarding the Written Test can be found in the *Firefighter Study Guide* located on our website at www.denvergov.org/civilservice .

Applicants who **fail** the written test will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by Commission Rule.

RANKING – FINAL EXAMINATION SCORE - EXAMINATION LIST: Applicants who pass the Written Test will be ranked based on the sum of their scores on two of the four components of the test: Emotional Outlook and Interpersonal Skills. The sum of the test scores on these two components is the "Composite Written Test Score." An applicant's **Final Examination Score** is the Composite Written Test Score plus any Military Veteran Preference Points and/or any Special Skill Preference Points for Language Proficiency, as applicable. The **Final Examination Score** is the score used to rank applicants on an examination list for selection for additional testing and screening. Ties shall be broken randomly.

Applicants who **pass** the written test but who are not called for further testing and screening phases, or who are disqualified during any additional phase of the examination process, in most cases will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by Commission Rule. **If you have questions regarding when you are eligible to re-apply and re-test, call the Commission office at (720) 913-3365.**

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 composite written test score of any applicant who qualifies. Further details regarding the awarding of veteran preference points are provided on page 19.

SPECIAL SKILL PREFERENCE POINTS FOR LANGUAGE PROFICIENCY: An applicant who has successfully passed the Entry-Level Firefighter 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 composite written 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 on page 21.

- **PHASE III - COMPLETION OF A BEHAVIORAL QUESTIONNAIRE**

For Commission Review

Applicants will be required to complete a detailed questionnaire regarding their past behavior to include but not limited to: illegal drug use, driving record, criminal behavior, arrests, job performance, and employment separations. This information will be used to guide the background investigation process and to assist the individuals conducting the suitability interview and the polygraph examination. The information must be complete and honest. Omissions or falsification of information will not be tolerated, and may be grounds for disqualification.

THE FOLLOWING PHASES ARE REQUIRED ONLY IF APPLICANTS ARE SELECTED FOR FURTHER SCREENING/PROCESSING:

- **PHASE IV – COMPLETION OF SUPPLEMENTAL APPLICATION & BACKGROUND HISTORY FORM**

For Commission Review

SUPPLEMENTAL APPLICATION: Applicants selected for further screening/processing are required to complete a supplemental application detailing, but not limited to, general personal information; education and training; military service; and employment, experience and volunteer history. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

BACKGROUND HISTORY FORM: Applicants selected for further screening/processing are required to complete a background history form detailing, but not limited to, motor vehicle record; drug use; alcohol use; legal information; references and financial information. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

- **PHASE V - CANDIDATE PHYSICAL ABILITY TEST (CPAT)** Pass/Fail

Applicants must successfully complete the Candidate Physical Ability Test (CPAT) to be placed on the eligible register. This is a pass/fail test. The test consists of eight (8) physical tasks that are representative of actions typically performed by firefighters. Each applicant must successfully complete the CPAT in 10 minutes and 20 seconds or less. Please refer to the **Candidate Physical Ability Test (CPAT)** section on page 24. A video showing the complete test can be viewed on our website at www.denvergov.org/civilservice

- **PHASE VI - WRITTEN SUITABILITY ASSESSMENT** For Commission Review

This phase consists of a battery of non-medical written tests specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a firefighter. The written suitability tests are not pass/fail however, a Commission designated psychologist utilizes the assessment as one tool in their review to determine if an applicant is rated as “suitable” or “unsuitable” to continue in the screening process.

- **PHASE VII – POLYGRAPH** For Commission Review

All applicants shall take a polygraph examination. The polygraph is used in review of an applicant’s qualifications and suitability.

“No Show” Policy for Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel/reschedule their appointment in advance. Applicants who fail to show for their appointment will be assessed a **fee of \$50.00** and will be disqualified (unless there are extenuating circumstances). The applicant may also be prohibited from re-applying until the next Firefighter registration period.

- **PHASE VIII - SUITABILITY INTERVIEW** Recommended/Not Recommended

Applicants will be interviewed by a licensed psychologist retained by the Commission. The application documents and Background History Form, along with the results of the Written Suitability Assessment, the Polygraph, and the Suitability interview, are all used by the psychologist to assign a rating to each applicant. Applicants must have an acceptable rating to continue in the examination process. The psychologist’s review of the written suitability tests, and his/her interview of the applicant, are both non-medical in nature and are used in an assessment of an applicant’s behavior and character traits to determine if an individual is at significant risk for employment problems as a firefighter.

“No Show” Policy for Suitability Interview: Applicants unable to attend their scheduled appointment are required to cancel/reschedule their appointment in advance. Applicants who fail to show for their appointment will be assessed a **fee of \$75.00** and will be disqualified (unless there are extenuating circumstances). The applicant may also be prohibited from re-applying until the next Firefighter registration period.

- **PHASE IX - PRELIMINARY FILE REVIEW** Pass/Fail

At various times during the examination and screening process an applicant's file will be reviewed by the Executive Director and/or designated Commission staff to determine qualifications and suitability for hire. An applicant will be subject to immediate disqualification at any time for failure to meet the minimum qualifications and standards established by the Commission. In addition, any falsification, omission of information, or material misrepresentation of fact by an applicant may also be grounds for disqualification. Applicant files may also be reviewed by the Commissioners for suitability.

- **PHASE X - BACKGROUND INVESTIGATION** For Commission Review

Applicants shall be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the polygraph exam and the suitability assessment when conducting the background investigation. The results of the background investigation will be reviewed by the Civil Service Commission and are considered confidential.

- **PHASE XI – COMMISSION BACKGROUND REVIEW** Pass/Fail

The results of the background investigation, polygraph and suitability assessment, along with information contained in the applicant's file related to qualifications and suitability will be reviewed, by the Commissioners. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Commission, to be approved for placement on the eligible register.

THE ORDER OF TEST PHASES: The Commission reserves the right to change the order of test phases as required. Applicants who fail to show for further testing when notified in writing may be disqualified. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process until the next registration period for testing unless otherwise allowed by Commission rule.

APPLICANT RESPONSIBILITY FOR ADDITIONAL TEST PHASES

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

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

ELIGIBLE REGISTER

Eligible register(s) 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. The Commission may maintain separate eligible registers as provided in Rule 7§2.

CERTIFICATION

Upon receiving a requisition for an academy class from the Manager of Safety, applicants shall be certified from the respective Eligible Register in rank order to the Manager of Safety for review. From the certification list received, the Manager of Safety shall select which applicants, in consideration of an appointment, are to receive a conditional offer of employment.

FIRE 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 Fire 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).

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 Fire Department when scheduled. The conditional offer may also be revoked should an applicant have his/her name removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Manager of Safety are subject to the following:

MEDICAL EVALUATION: Applicants shall be required to successfully undergo a medical evaluation at the City's expense. The medical evaluation includes, but is not limited to, a medical examination, a vision and hearing test, a psychological test, a post-job offer questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

DRUG SCREEN: As part of the drug screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis, and may be grounds for disqualification. If the drug screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a threat to safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

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.

MILITARY SERVICE and VETERAN PREFERENCE POINTS

Every applicant for original appointment who is a Veteran, regardless of eligibility for Veteran preference points, **is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy)**, as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission at the time of the Written Test.** If you are unable to provide proof at that time, the Commission will add Veteran preference points to an eligible applicant's composite written test score **upon receipt of proof of eligibility.** Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, Veteran preference points shall be awarded to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under honorable conditions, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the composite written test score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

- 1) **Five (5) preference points** may be awarded to:

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:
- a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
 - b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
 - c. For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
- B. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that do and do not qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces <u>Expeditionary</u> Medal	Vietnam Service Medal
Navy Expeditionary Medal	Kuwait Liberation Medal
Marine Corps Medal for various operations	Global War on Terrorism <u>Expeditionary</u> Medal
Southwest Asia Service Medal	Kosovo Campaign Medal

Examples of Non-combat Medals that **Do Not Qualify** for Veteran Preference:

The Medal of Merit	The Armed Forces <u>Service</u> Medal
The Medal of Freedom	The Global War on Terrorism <u>Service</u> Medal
The Antarctica Service Medal	The Armed Forces Reserve Medal
The National Defense Service Medal	

- C. The **surviving spouse** of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph 1(A) or 1(B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

2. **Ten (10) preference points** may be awarded to (certain disabled Veterans):

- A. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph 1(A) or 1(B) above, **AND**

- B. Who, because of disability incurred in the line of duty (service connected disability), is receiving monetary disability compensation or disability retirement benefits by reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

SPECIAL SKILL PREFERENCE POINTS - LANGUAGE PROFICIENCY

Special Skill Preference Points for Language Proficiency may be added to an applicant's composite written test score based on particular **foreign language oral proficiency or sign language proficiency**. In order to receive such special skill preference points, an applicant must successfully pass the Entry-Level Firefighter test and then successfully pass a supplemental test (to be administered at a later date/time) that measures an applicant's level of foreign language oral proficiency or sign language proficiency. The Commission will determine which foreign languages will be eligible for preference points dependent on the needs of the Police and Fire Departments and contingent on the reasonable availability of foreign language assessment tests.

Any Civil Service Commission test for oral foreign language or sign language proficiency is for the purpose of awarding Special Skill Preference Points only. The awarding of Special Skill Preference Points is separate from any department skill tests or pay considerations offered by/through the Department of Public Safety or any collective bargaining agreement(s).

The Commission currently conducts oral tests in the following languages for Special Skill Preference Points:

Japanese	Sign Language
Korean	Spanish
Russian	Vietnamese

An applicant who passes the Entry-Level Firefighter test and who is rated “**proficient**” in the supplemental testing will receive five (5) Special Skill Preference Points to be added to the composite written test score. A maximum of five (5) points would be awarded, even if language proficiency is demonstrated in more than one target language.

The assessment of an applicant's level of foreign language expertise is based on his/her ability to communicate orally (speech and comprehension) in a particular target language. Individuals should be able to handle, with ease and confidence, a large number of spoken communication tasks. Individuals should be able to follow complex directions and offer or ask for the same in the target language. Individuals should be able to offer complex directions in emergency situations and request medical information for first responders.

An applicant who wants to be awarded Special Skill Preference Points based on language proficiency (to be determined by supplemental testing) should identify oral foreign language or sign language skill level based on the following skill level descriptions:

- Beginner** **Would not qualify for points. An applicant would not be considered proficient. The skills in speaking and understanding the target language demonstrate; or the sign language skills demonstrate:**
- Somewhat halting; irregular flow
 - Strained and tentative; grammatical roughness
 - Participation mostly informal; limited amount of formal conversation
 - Tendency to grope for language
 - Rely on minimal discourse
- Intermediate** **May qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An applicant’s skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate:**
- Communicative tasks are handled with ease and confidence
 - Adapt flexibly to the demands of the conversation
 - Substantial flow in the conversation
 - Vocabulary is fairly extensive
 - Accuracy, clarity and precision conveyed with intended message
- Advanced** **Would qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An applicant’s skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate:**
- Consistently able to explain in detail
 - Narrate fully and accurately
 - Use of precise vocabulary and intonation to express meaning
 - Great fluency and ease of speech

If you are called on for further processing, as appropriate, you may be notified by the Commission when subsequent Special Skill Preference tests will be administered in the identified target language(s).

MEDICAL INQUIRIES

Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act.

VISION STANDARDS

Visual acuity must be 20/30 binocular with or without correction.

Uncorrected visual acuity must be 20/100 binocular or better for wearers of hard contacts or glasses.

Firefighters with uncorrected acuity of less than 20/100 in either eye must carry a spare pair of glasses.

Successful long-term soft daily wear contact lens wearers correctable to 20/30 or better are subject to no uncorrected standard on three conditions: 1) “Successful” long-term wearers have worn their lenses six months or more, 2) will replace their lenses every six months to one year or more frequently if the lens becomes uncomfortable or difficult to wear, and 3) will clean the lenses on a regular basis as recommended by the manufacturer. Soft contact lens wear should be considered a condition of continuing employment.

Visual acuity for corrected-refractive surgery, radial keratotomy (RK), or photorefractive keratotomy (PRK) to 20/30 needs individual evaluation. The Denver Civil Service Commission requires a waiting period of six months after soft contact lenses have been dispensed or after corrective surgery has been done, to ensure the success of the procedure and/or stabilization. Vision correction requires various evaluation periods to measure the success of the procedure. Discuss the Essential Firefighting Functions in this booklet with your doctor to ensure that you understand any physical limitations and potential risks involved. It is highly recommended that applicants take an active approach to correct vision problems in order to meet the standards for employment. Failure to do so could impact your selection for an academy.

HEARING STANDARDS

All hearing impaired individuals applying for firefighter positions with critical hearing demands will be carefully evaluated on an individual basis.

Applicants must meet pure tone thresholds in the unaided worst ear not worse than 25dB loss in three of the four frequencies (500 HZ, 1000Hz, 2000Hz and 3000Hz) or no greater than 30 dB at any one of the first three frequencies with an average loss of less than 30 dB for all four frequencies. Testing with a hearing aid is not permitted.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

Please note, in these events, the candidate wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5-pound weights that simulate a high-rise pack (hose bundle) is added to the shoulders for the stair climb event.

Throughout all events, participants must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

The Fire Service Joint Labor Management Wellness/Fitness Initiative Candidate Physical Ability Test © (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring the candidate to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments a means of obtaining pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

1. STAIR CLIMB
2. HOSE DRAG
3. EQUIPMENT CARRY
4. LADDER RAISE AND EXTENSION
5. FORCIBLE ENTRY
6. SEARCH
7. RESCUE
8. CEILING BREACH AND PULL

This is a pass/fail test based on a validated total time of 10 minutes and 20 seconds.

Event 1: Stair Climb

Using a StepMill stair-climbing machine, this event is designed to simulate the critical task of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and firefighter equipment. This event challenges aerobic capacity, lower body muscular endurance and balance.

Participants wear a 12.5-pound weight on each shoulder to simulate the weight of a high-rise pack. Immediately following a 20-second warm-up period at a rate of 50 steps per minute, the timed part of the test starts as indicated by a proctor. There is no break in time between the warm-up period and the actual timing of the test. During the warm-up period, dismounting, grasping the rail, or holding the wall to establish balance and cadence is permitted. The timed part of the test lasts three (3) minutes at a stepping rate of 60 steps per minute.

Failure can occur by falling or dismounting three times during the warm-up period, or by falling or dismounting the StepMill after the timed CPAT begins. During the test, the participant is permitted to touch the wall or handrail for balance only momentarily; if that rule is violated more than twice during the test failure will result.

Event 2: Hose Drag

This event is designed to simulate the critical tasks of dragging an uncharged hoseline from a fire apparatus to a structure and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. A hoseline nozzle attached to 200 feet of hose is grasped and placed over the shoulder or across the chest. While walking or running, the participant drags the hose 75 feet to a pre-positioned drum, makes a 90° turn, and continues an additional 25 feet. After stopping within the marked box, the candidate drops to at least one knee and pulls the hoseline until the 50-foot mark crosses the finish line.

During the hose drag, failure results if the participant does not go around the drum or goes outside of the marked path. During the hose pull, a warning is given if at least one knee is not kept in contact with the ground or if knees go outside the marked boundary line; a second warning constitutes failure.

Event 3: Equipment Carry

This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck. It simulates the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene, and returning the equipment to the fire apparatus. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. The candidate must remove the two saws from the tool cabinet, one at a time, and place them on the ground. Then he/she must pick up both saws (one in each hand) and carries them while walking 75 feet around a drum, then back to the starting point. Placing the saw(s) on the ground to adjust a grip is permitted. Upon return to the tool cabinet, the saws are placed on the ground, then picked up one at a time, and replaced in the cabinet.

Dropping either saw on the ground during the carry will result in immediate failure. A warning will be given for running; a second warning constitutes a failure.

Event 4: Ladder Raise and Extension

This event, which uses two 24-foot aluminum extension ladders, is designed to simulate the placement of a ground ladder at a fire structure and extending it to the roof or window. This event challenges aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. The participant must walk to the top rung of one ladder, lift the unhinged end from the ground, and walk it up hand over hand until it is stationary against the wall. Then he/she immediately proceeds to the other pre-positioned ladder, stands with both feet within the marked box, extends the fly section by pulling the halyard rope hand-over-hand until it hits the stop, then lowers it back to the starting position.

Immediate failure will result if the ladder is allowed to fall to the ground, if control is not maintained in a hand-over-hand manner, or if the rope halyard slips in an uncontrolled manner. Missing any rung during the raise or allowing the feet to be placed outside of the boundary results in a warning; a second warning constitutes a failure.

Event 5: Forcible Entry

This event uses a mechanized device that measures cumulative force and a 10-pound sledgehammer. It simulates the critical tasks of using force to open a locked door or to breach a wall. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. For this event, the candidate uses the sledgehammer to strike a measuring device in a target area until the buzzer activates. Feet must be kept outside the toe-box at all times.

Failure results if the participant does not maintain control of the sledgehammer and releases it from both hands while swinging. A warning is given for stepping inside the toe-box; a second warning constitutes a failure.

Event 6: Search

This event uses an enclosed search maze area that has obstacles and narrowed spaces. It simulates the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. For this event, the candidate crawls through a tunnel maze that is approximately 3 feet high, 4 feet wide, 64 feet in length, and has two 90° turns and multiple obstacles. In addition, there are two locations where the dimensions of the tunnel are reduced. If at any point the participant chooses to end the event, he/she can call out or rap sharply on the wall or ceiling and will be assisted out of the maze, although doing so will result in failure of the event.

Failure also will occur if the candidate requests assistance that requires the opening of the escape hatch or opening of the entrance/exit covers.

Event 7: Rescue

This event uses a weighted mannequin equipped with a shoulder harness to simulate the critical task of removing a victim or injured firefighter from a fire scene. This event challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. The participant grasps a 165-pound mannequin by the handle(s) on the shoulder(s) of the harness (one or both handles are permitted), drags it 35 feet, makes a 180° turn around a pre-positioned drum, and continues an additional 35 feet to the finish line. Grasping or resting on the drum is not permitted, but the mannequin may touch the drum. The candidate is permitted to drop and release the mannequin to adjust his/her grip. The entire mannequin must be dragged across the finish line. Grasping or resting on the drum at any time results in a warning; a second warning constitutes a failure.

Event 8: Ceiling Breach and Pull

This event uses a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole is a commonly used piece of firefighting equipment that consists of a six-foot long pole with a hook and point attached to one end. This event

simulates the critical task of breaching and pulling down a ceiling to check for fire extension. It challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. After removing the pike pole from the bracket, the participant places the tip of the pole on a 60-pound hinged door in the ceiling and pushes it three times while standing within the established boundary. Then, the pike pole is hooked to a 80-pound ceiling device and pulled five times. Each set consists of three pushes and five pulls; the set is repeated four times. A pause for grip adjustment is allowed. Releasing one's grip or allowing the pike pole handle to slip does not result in a warning or constitute a failure. The candidate may re-establish his/her grip and resume the event. If a repetition is not successfully completed, the proctor calls out "MISS" and the apparatus must be pushed or pulled again to complete the repetition. This event and the total time ends when the final pull stroke repetition is completed and the proctor calls "TIME".

A warning is given for dropping the pike pole to the ground or for feet straying outside the boundaries; a second warning of either violation constitutes a failure.

In these events, the candidate wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5-pound weights that simulate a high-rise pack (hose bundle) is added to the shoulders for the stair climb event.

Throughout all events, participants must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

All props were designed to obtain the necessary information regarding physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities. A schematic drawing of the CPAT is provided in this orientation material; however, the course layout may vary in order to conform to the fire department's test area. The events and distances between events are always the same.

The events are placed in a sequence that best simulates fire scene events while allowing an 85-foot walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk allows approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy, two stopwatches are used to time the CPAT. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stopwatches are set on the pass/fail time and countdown from 10 minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and the participant fails the test.

Test Preparation

There is a voluntary mentoring and practice program for the CPAT. This voluntary program consists of two phases and commences at least 8 weeks before the actual CPAT test dates.

Phase 1: Candidates on a voluntary basis will attend at least two orientation sessions during which they will receive "hands on" familiarity with the actual CPAT equipment. During the

sessions, Certified Peer Fitness Trainers, fitness professionals, and/or DFD firefighters will be available to advise all candidates on conditioning regimens and techniques to help them prepare for the CPAT.

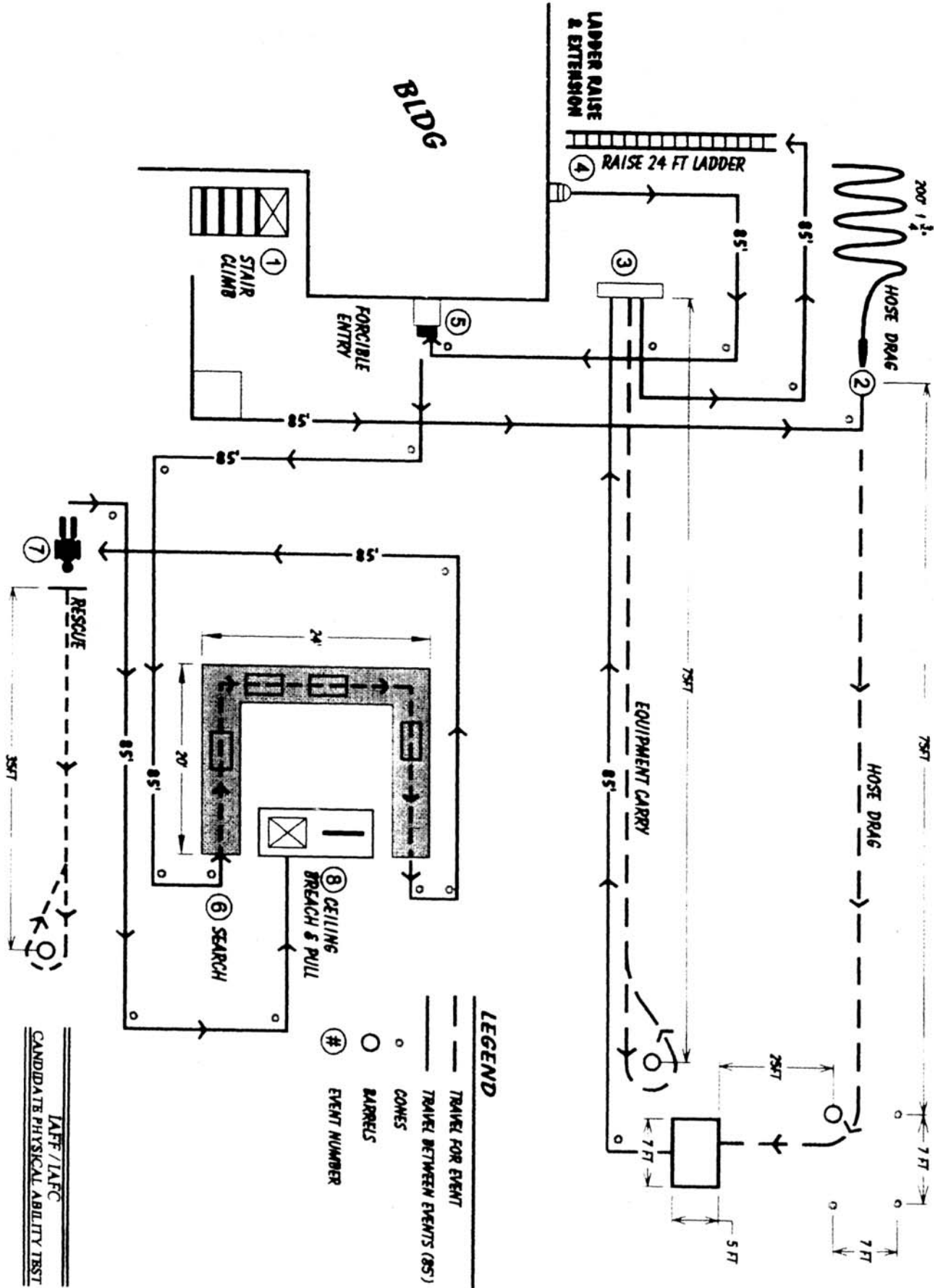
Phase 2: Within 30 days prior to the actual CPAT test dates, candidates on a voluntary basis will perform a least 2 timed trials, using actual CPAT equipment and completing the entire course. Again, Certified Peer Fitness Trainers, fitness professionals, and/or DFD firefighters will be present to help all candidates understand the test and how they can improve their physical performance and conditioning prior to taking the test.

Test Forms: Prior to taking the CPAT, each candidate must present valid identification, sign a number of forms, complete a waiver and release form and a sign-in form. Candidates are provided an opportunity to review a video detailing the CPAT and the failure points. It is the candidate's responsibility to ask questions if any part of the test events or procedures are not understood. At the conclusion of the CPAT, the candidate must sign the CPAT evaluation form and complete and sign the Rehabilitation Form. Failure to complete and sign any of these forms results in failure of the CPAT.

Additional CPAT Information:

The following additional CPAT information can be found on our website: **CPAT Candidate Preparation Guide (Adobe Acrobat required) and Video Links: CPAT Orientation and CPAT Preparation Tips. Visit our website at: www.denvergov.org/civilservice.**

CPAT Sample Course Layout



DENVER FIRE ACADEMY PHYSICAL FITNESS PROGRAM PREPARATION GUIDE

To better prepare you for a career in Fire Service, the Fire Academy recommends all applicants be aware of the following physical requirements.

Once in the Fire Academy, every morning starts with a workout. This workout routine includes the following:

- Minimum of 100 sit-ups and push-ups each and every day.
- Strength training 2 - 3 times per week.
- Cardio/muscular circuit training weekly.
- Running at least twice a week, starting with 20 minutes per run, at an 8 - 10 minute per mile pace. By the end of the Academy, we will increase to 45 minutes per run at the same or quicker pace.
- Wind sprints periodically throughout the Academy.
- Dragging hose for leg conditioning periodically throughout the Academy.
- Stair climb, up to five flights, 5 - 10 times periodically throughout the Academy.
- Stair climb, up to five flights, 5 - 10 times periodically throughout the Academy in full turnout gear with equipment.

In addition to the morning routine, drill ground days include wearing all turnout gear and carrying other equipment all day. This adds approximately 50 pounds of weight to be carried all day.

The Academy staff has seen many recruits enter at less than an ideal fitness level and the difficulty those recruits experience getting into shape. Your time at the Academy will be much more enjoyable and much less painful, if you arrive in good physical condition.

ESSENTIAL FIREFIGHTING FUNCTIONS

Physical Task Statements

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4 inch hose as an attack line
- Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4 inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3 inch hose until it is fully extended
- Drag charged 1-3/4 inch hose unassisted
- Reload hose and put it back onto the engine/quint

- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

Mechanical Tasks

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder

- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges

Rescue & Fire Suppression

- Be aware of electrical lines when setting up ladders and directing water streams
- Seek the source of a fire and extinguish
- Determine the safest evacuation route
- Evacuate persons from a fire area
- Determine the stability of supporting surfaces
- Assist at a water rescue
- Calculate friction loss in hose to ensure the proper water pressure is provided to successfully put out a fire
- Calculate, achieve, and maintain correct water pressure for hose lines
- Determine when to open roofs, walls, and doors
- Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height
- Determine the number of lines to hook up to successfully put out a fire
- Select the proper number of hoses required to reach the fire
- Determine the correct stream to use
- Calculate gallons per minute out of a particular size hose
- Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
- Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed

Administrative

- Write descriptions of situations in medical reports

- Complete incident reports on the computer
- Write building fire inspection reports

Emergency Medical Service

- Extricate people from automobiles
- Assess a patient's condition and provide appropriate care
- Properly utilize emergency equipment and supplies
- Safely drive emergency response vehicle to and from a scene
- Use the necessary tools to free trapped persons
- Perform CPR or other appropriate cardiac emergency procedures
- Rescue victims and apply resuscitation measures as necessary
- Administer oxygen to victims
- Extricate people from automobiles
- Remove persons from entrapments; safely free victims
- Prepare and transfer a patient to an emergency vehicle
- Control the bleeding of a patient
- Treat shock
- Identify and respond to hazards at the scene
- Gather information from a patient or family regarding the patient's medical history
- Provide concise and complete information to paramedics regarding the status of patients
- Assist in childbirth
- Prepare the emergency vehicle for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making or arranging for necessary repairs or replacement
- Control the emergency scene to protect yourself, coworkers, and the patient
- Set up and operate the Automatic External Defibrillator
- Immobilize fractures

- Assess the emergency scene and request assistance if necessary
- Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
- Control a hysterical patient requiring medical attention
- Monitor and provide needed care when transporting a patient to a medical facility
- Bandage wounds
- Calm mentally disturbed patients to ensure they can be cared for successfully
- Assist medical staff with continued care of the patient
- Administer glucose to diabetics
- Comfort family, friends, and bystanders at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

- Respond to the release or potential release of hazardous material
- Utilize and maintain personal/chemical protective equipment
- Complete required Hazardous Materials training
- Read HAZ-MAT reference materials at a scene to provide the proper response to a hazardous materials spill
- Perform defensive mitigation techniques (e.g., diking, damming, diverting, etc.)
- Apply a foam blanket
- Perform offensive mitigation techniques (e.g., plugging, patching, etc.)
- Spray chemicals on a fire

Fire Prevention/Inspections

- Inspect commercial buildings for fire hazards defined in fire codes and state law (e.g., building interiors/exterior, hazardous materials storage, and inspection of standpipes, smoke detectors, fire extinguisher, fire alarm, and sprinkler systems)
- Determine fire code violations
- Accurately document fire code violations

- Inspect residential complexes of three or more families for fire hazards
- Seek compliance with fire codes by a building owner
- Note tactical information such as location of exits to assist in future operations
- Investigate complaints of fire hazards, dangers, or violations

Fire Investigations/Post-Fire Duties

- Inspect, service, and perform tests of all SCBA to ensure they are working properly
- Maintain all personal protective equipment
- Keep all tools and equipment in working condition
- Maintain an inventory of tools and equipment
- Replenish supplies when needed
- After a fire is extinguished, check for smoldering fire inside walls and ceiling
- Perform regular service tests on all apparatus
- Search for missing people
- Preserve evidence at fire scene
- Perform overhaul operations
- Inspect, clean, and polish equipment and apparatus by hand
- Fill pressurized water extinguisher
- Remove all used equipment from rigs after a fire for cleaning
- Secure accident/fire scene
- Remove hoses from drying racks and store them
- Remove burned and charred waste
- Put furniture in one location and protect it with salvage covers

Training/Drills

- Maintain physical fitness standards of the department
- Learn how to successfully attack a fire
- Participate in ongoing training drills to develop and maintain proficiency
- Learn about extricating victims from vehicles

- Learn about forcible entry into buildings
- Read and comprehend written training materials
- Learn the most direct routes to various addresses in a response area
- Learn about ventilation methods to aid in extinguishing a fire
- Learn about the characteristics of and proper uses of ladders
- Learn fire department rules and regulations
- Learn, practice and perform evolutions
- Learn about various methods of rescue
- Learn the locations of streets, water mains and hydrants in a response area
- Learn about building construction to determine how a fire might react in that building, and to ensure the safety of those working in and around the building
- Learn about hydraulics and pump operation
- Learn about fire behavior
- Learn about ropes and knots to accomplish rescues
- Learn about appropriate fire streams given factors that can affect the flow of water through the air
- Learn about caring for hoses, hose lays and hose use
- Learn about various causes of fire
- Learn about water supply systems
- Learn about salvage and overhaul
- Learn about fire alarms
- Learn about ropes and knots to stabilize vehicles
- Learn about ropes and knots to successfully haul tools
- Learn about automatic sprinkler systems

Fire Station Duties

- Report for duty on time
- Maintain positive working relationships with people in the fire house
- Present a clean and neat appearance
- Maintain a neat and clean working and living environment at the fire station
- Answer routine phone calls in the station

- Maintain the exterior of fire station: lawns, walkways, and driveways
- Plan and cook meals
- Store fire equipment and supplies
- Make your own bed and change linens when appropriate

Public Relations

- Use tact and diplomacy in dealing with the public
- Interact and work with citizens
- Provide fire education programs to the public when requested
- Conduct fire station tours when requested and approved
- Make public education calls
- Refer people to agencies that provide social services

Communication

- Listen to the dispatcher, other fire vehicles, and commanding officers by radio to determine courses of action
- Advise the commanding officer of fire conditions, hazards, and exposures at the scene
- Exchange necessary information with other firefighters at a scene
- Talk with other firefighters at an emergency scene to determine the best courses of action
- Communicate with the superior during a fire
- Clearly and accurately communicate patient information and care to medical staff

Environmental/Working Conditions

- Avoid and protect against infectious agents
- Avoid and protect against hazardous substances through inhalation, injection, ingestion, and absorption
- Protect against possible burn injuries
- Fight fires in an extremely hot environment
- Work quickly to suppress a fire

- Fight fires in smoky buildings when visibility is poor
- Fight fires in smoky buildings when visibility is nonexistent
- Prevent exposure to sharp objects
- Protect against uninstalled or unshielded electrical equipment
- Perform physically demanding tasks under extreme fluctuations in temperature
- Avoid and protect against high noise levels when riding in emergency vehicles
- Work 24 hour shifts with little or no sleep
- Perform on ladders
- Protect against smoke and dust
- Protect against radiation hazards
- Perform wearing full equipment
- Fight fires in sub zero temperatures
- Work on or around moving machinery or equipment

- Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- Work in confined spaces in cramped body positions
- Prevent exposure to noxious odors
- Perform in wet areas
- Perform in slippery areas
- Perform in muddy areas
- Perform in icy areas

OTHER CHARACTERISTICS

- Honest
- Self-Disciplined
- Dependable
- Self-Motivated
- Courteous
- Flexible
- Cooperative
- Ethical

KNOWLEDGE AREAS

EMS Knowledge (Knowledge of first aid procedures; Knowledge of CPR; Knowledge of blood borne pathogens; Knowledge of medical protocol)

Mechanical Comprehension (Knowledge of various tools and their use; Knowledge of mechanical concepts (how engines operate, basic hydraulics, and other related concepts))

Emergency Procedure Knowledge (Knowledge of procedures for emergencies and unusual events; Knowledge of radio codes and procedures)

Building construction (Knowledge of the materials and construction features of buildings (e.g., doors, windows, walls, and locks); Knowledge of building construction)

Use of Language (Knowledge of the correct spelling of words; Knowledge of grammar rules; Knowledge of punctuation rules)

Knowledge of vehicle extraction techniques

Knowledge of fire department rules, regulations, and policies

Knowledge of hazardous materials

Knowledge of fire behavior

Knowledge of street layouts and the location of hydrants and water mains in a response area

Knowledge of fire codes and regulations to ensure proper inspection

Ability to understand and interpret basic chemical, biological, and radiological terms and data

**DENVER CIVIL SERVICE COMMISSION
WEBB MUNICIPAL BLDG. – 7TH FLOOR
201 W. COLFAX AVE, DEPT 1208
DENVER, CO 80202-5332**

PHONE: 720-913-3371

FAX: 720-913-3373

www.denvergov.org/civilservice

SEE REVERSE SIDE FOR MAPS AND DIRECTIONS

SECURITY SCREENING

All visitors to the Webb Municipal Building are subject to security screening.

BUS AND LIGHT RAIL SERVICE

Access by Bus and Light Rail service is available.

For information on routes and schedules **contact RTD.**

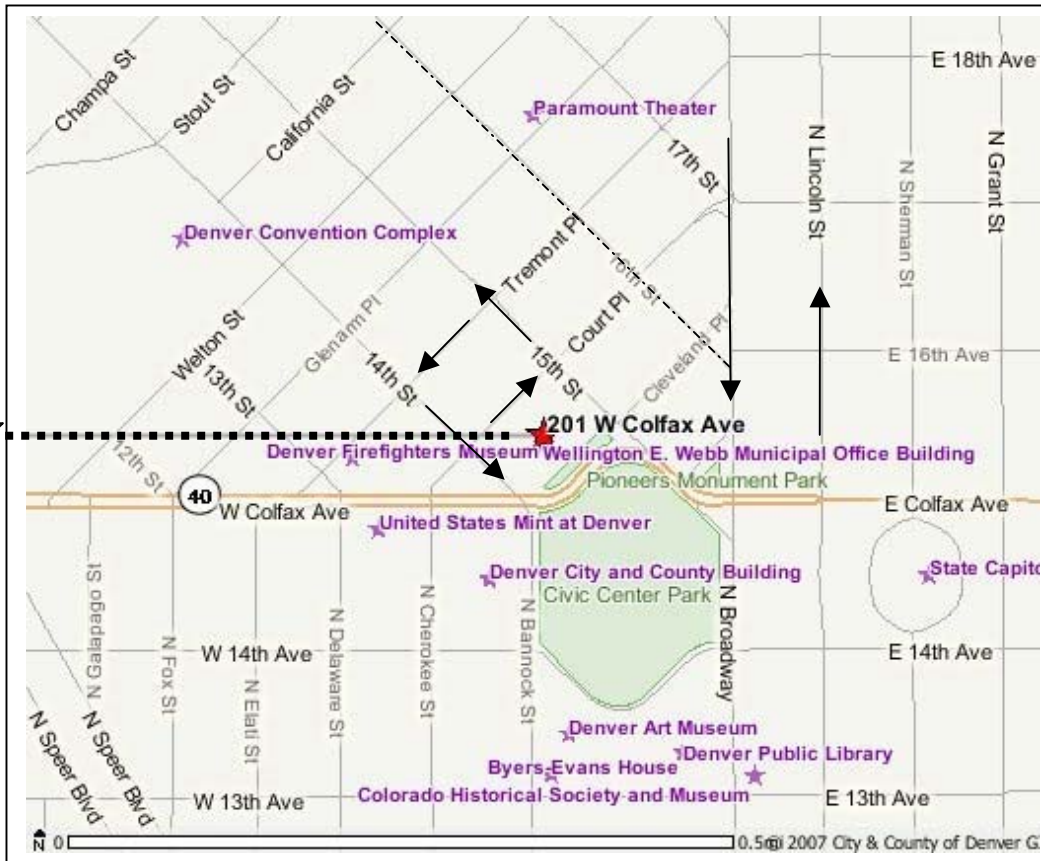
- RTD's local Denver number: **303-299-6000.**
- Outside the 303 area code call RTD toll free at **1-800-366-7433.**
- Contact RTD on the web at: **<http://www.RTD-Denver.com>**

PUBLIC PARKING

No free parking is available

On-street metered parking is not an option for those who are testing due to the duration of the test. Applicants are not permitted to leave the testing area once the test begins.

Parking is available in a variety of public lots/garages in the downtown area. Parking lot fees range from \$5.00 to \$12.00 for long-term parking.



Civil Service Commission
 Webb Bldg. – 7th Floor
 201 W. Colfax Ave, Dept 1208
 Denver, CO 80202-5332

Phone: 720-913-3370
 Fax: 720-913-3373

www.denvergov.org/civilservice

Webb Municipal Office Bldg. Bordered by:

W. Colfax Ave. on the South
 Court Pl. on the North
 14th St. on the West
 15th St. on the East

Public Entrances:

On Court Pl., one block West of the 16th St. Mall, at 15th St.
 On W. Colfax Ave., at the intersection of 14th St., and Bannock St.



Exit 212-A
 Speer Blvd.
 To downtown

Exit 210-A
 Colfax Ave.
 To downtown

Directions from I-25

Use the Speer Blvd **exit 212-A**
 Go south east toward downtown, 1.5 miles to Colfax Ave.
 Turn left (East) onto Colfax Ave.

Or

Use the Colfax Ave. **exit 210-A**
 Go East on Colfax toward downtown.

Directions from Airport

Take Pena Blvd. to I-70 West bound.
 At junction with I-25, take I-25 South and then follow directions from I-25. (See above.)

See Page 36 for information on Bus and Light Rail Service, and Public Parking.