

**CITY OF COLORADO SPRINGS, COLORADO  
COLORADO SPRINGS POLICE DEPARTMENT  
JOB APPLICATION GUIDE**



*“Safeguarding our Community as our Family”*

**The Colorado Springs Police Department is an  
Affirmative Action/Equal Opportunity Employer**

*Updated April 10, 2014*

## HOW TO APPLY

### MINIMUM QUALIFICATIONS

You must meet the following minimum qualifications upon application, unless otherwise noted:

- You must be by the date of hire at least 21 years of age.
- You must not have been convicted of a felony.
- You must not have been convicted of a misdemeanor crime of domestic violence.
- You must not have been released or discharged from the Armed Forces of the United States under dishonorable conditions.
- You must not have been convicted of a misdemeanor crime that would affect your ability to certify as a Police Officer with the Colorado Police Officer Standards and Training (POST) Board. For a list of misdemeanor that will affect certification, visit the **Colorado POST** website:

[http://www.coloradoattorneygeneral.gov/sites/default/files/uploads/post/MISDEMEANORS\\_affecting\\_cert.pdf](http://www.coloradoattorneygeneral.gov/sites/default/files/uploads/post/MISDEMEANORS_affecting_cert.pdf)

- You must have by the date of hire an Associate Degree or 60 college semester hours. A national or regional accrediting organization recognized by the United States Department of Education must accredit the school or institution granting the degree or credits. If you currently do not have 60 semester hours, please visit this website for information on the alternative education option. <http://www.springsgov.com/Page.aspx?NavID=4907>
- If hired you will be required to provide proof of eligibility to work in the U.S. All applicants that are offered employment must provide documents to establish their identity and employment eligibility for authorization to work in the U.S.
- You must be in good physical condition and meet the medical standards established by the Colorado Springs Police Department.
- You must have and maintain a valid driver's license. By date of hire, applicants must possess and maintain a valid **Colorado** driver's license.

In addition, lateral applicants must meet the following additional qualifications:

- You must be currently certified as a Peace Officer in Colorado as described in CRS Section 16-2.5-101, or similarly qualified as a Police Officer in another state or federal jurisdiction, excluding the Armed Forces.
- You must have at least three years of paid, full-time police officer experience as a patrol officer within the last five years. The Department may waive the requirement to have served as a patrol officer in certain circumstances. Experienced officers that have served three years as a patrol officer, but have subsequently been appointed or promoted to Detective or promoted to a supervisory position, could also satisfy the requirement.

### **DESIREABLE QUALIFICATIONS**

- Bachelor's degree
- Ability to speak a second language

### **DISQUALIFIERS**

Candidates may be eliminated from further consideration as a result of certain behaviors that would in all likelihood render them unsuitable for employment. These behaviors include, but are not limited to:

#### ***BIOGRAPHICAL***

- Falsification or omission of any part of the application packet
- False information regarding age/date of birth
- Falsification or omission of information regarding current or past addresses
- Falsification or omission of information regarding relatives employed by the City

#### ***EMPLOYMENT HISTORY (includes school and military)***

- Fabrication of any information related to a job
- Failure to list any job on application packet
- Failure to report a discharge, forced termination or resignation for any reason
- Failure to report employment discipline, including written warnings, reprimands, etc., or court-martial (if in the military)

#### ***WORK AVAILABILITY***

- Refusal to work paid overtime, all shifts, all days of the week, and on holidays, as evidenced in past jobs

#### ***FINANCIAL RESPONSIBILITY***

- Any checks intentionally written on a closed account
- Two or more separate incidents within the past 5 years of being convicted of or having wages garnished for failure to pay child support
- Intentional failure to pay taxes, including Federal and/or State.

## **INTEGRITY**

- Taking of items and/or money without permission (added together) of over \$100 from an employer within the past 3 years
- Any incidents of stealing with the intent to permanently deprive the lawful owner of the item(s) whether caught or not, within the past 3 years
- Giving perjured, sworn testimony at any time
- Giving false statements or making falsified reports as a law enforcement officer or giving false statements to a law enforcement officer
- Soliciting or accepting a bribe while serving in an official capacity

## **DRUG BEHAVIOR**

- Marijuana use within the past 18 months
- Use of any illegal drug, except marijuana, within the past 3 years (includes LSD, heroin, cocaine, PCP, mushrooms/Psilocybin, amphetamines, inhalants, steroids, etc.)
- Use of any illegal drug, on or off duty, while employed as a law enforcement officer
- Any cultivation, sale, manufacture or distribution of any illegal drug, including marijuana, within the past three years. If beyond 3 years, the following factors should be considered: The frequency of the behavior; the quantity of drugs involved; and the type of drug.
- Deliberate use of prescribed controlled substances that were not prescribed to you within the past 3 years
- Refusal to agree to submit to a drug screening as an applicant or to for cause drug testing as an employee

## **ALCOHOL BEHAVIOR**

- Consuming alcohol while at work, if it is unauthorized
- Refusal to agree to submit to "for cause" alcohol testing as an employee, as evidenced in past jobs

## **CRIMINAL BEHAVIOR**

- Any felony committed will be an automatic disqualifier unless as an adult the felony was committed as a juvenile. (An adult applicant committing a felony as an adult would be disqualified. If an adult committed a felony as a juvenile, the following circumstances will be considered: The applicant's age at time of the illegal act and the nature and severity of the offense.)
- Any misdemeanor crime conviction within the past 3 years

## **DRIVING HISTORY**

- Any DUI/DUID convictions within the past 3 years
- Any DWI/DWAI convictions within the past 3 years
- Any license suspensions/revocations within the past 3 years
- Revoked or suspended license reinstated within the last 3 years
- An applicant must not have a noticeable pattern of traffic arrests, citations and/or convictions within the last 3 years. Stop sign violations, red light violations, reckless

driving, speeding and careless driving are just a few examples of traffic violations that could disqualify an applicant if he/she has developed a pattern.

- Any hit and run accidents committed within the past 3 years
- Failure to produce a current, valid driver's license
- Failure to show proof of liability insurance (Colorado drivers), if applicant owns a vehicle

## **CERTIFICATION/ELIGIBILITY**

- Falsifying documentation of a college degree, transcript or specialized training
- Falsifying documentation of law enforcement certification

## **HOW TO APPLY**

Applicants must choose to apply as either a recruit or lateral recruit applicant, but not both.

In order to apply, applicants need a social security number. If you do not have a social security number you must obtain one before applying. To obtain a social security number, contact your nearest Social Security Administration office.

Applicants must complete an electronic Colorado Springs Police Department Employment Application with Supplemental Questions each time they apply. The application process begins by creating an account at [https://www.governmentjobs.com/js\\_login.cfm](https://www.governmentjobs.com/js_login.cfm) and filling out an application. A guide to walk applicants through this online application process may be found at [http://www.springsgov.com/Files/Online\\_Employment\\_Application\\_Guide.pdf](http://www.springsgov.com/Files/Online_Employment_Application_Guide.pdf). Time in military service may not be substituted for education. Degrees may be in any field. Candidates that do not meet educational minimum qualifications upon application must submit an acceptable degree plan. If you currently do not have 60 semester hours, please visit this website for information on the alternative education option. <http://www.springsgov.com/Page.aspx?NavID=4907>. Official college transcripts will be required after conditional offer. Please DO NOT submit your transcripts until instructed to do so, however we recommend ordering the transcripts in order to meet deadlines.

Applicants will be required to submit a copy of an unedited version of their DD Form 214 if claiming veteran's preference for service, or a letter from the VA if claiming veteran's preference for disability with the Personal History Questionnaire. The unedited version must show the nature of the discharge. The Colorado Springs Police Department gives preference as required by law to veterans for both service and disability in determining final scores. To be considered for veteran's preference, you must have been separated from active duty in the Armed Forces with an honorable or general discharge. "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. Service preference is granted to applicants that served during a campaign or era for which preference is authorized. Preference for a service-connected disability is granted for a veteran who served at any time and who has a compensable service-connected disability rating of at least 10% or who has received a Purple Heart. Veteran's preference points will be added to an applicant's overall total score once he/she has passed all components of the testing process.

You must provide the following information to be considered for veteran's preference:

**For preference for service:** Submit an *unedited* copy of your Certificate of Release or Discharge from Active Duty (DD Form 214). The copy of the DD Form 214 that you submit must list the character of your discharge. This document must be received no later than July 1, 2014.

**For preference for service-connected disability or Purple Heart:** Submit an official statement from the Veteran's Administration prepared within the last 12 months stating the percentage of your disability. You may obtain a Civil Service Preference Letter by calling the Veteran's Administration at 1-800-827-1000 and providing them with your VA file number (normally your social security number). Allow one week for the processing of your request. For preference based upon award of the Purple Heart, submit an official citation, order or discharge certificate showing the award of the Purple Heart for wounds or injuries received in action.

**Please note that any documentation submitted to the Colorado Springs Police Department during the hiring process will not be returned to the applicant.**

## **In State Applicants – Laterals and Recruits**

**What can I expect through the process?**

1. Applications are submitted electronically online. The computer automatically screens applications to see if applicant meets minimum qualifications.
2. Applicants who successfully complete the evaluation will be emailed the Personal History Questionnaire (PHQ) and the In-processing form for completion and will be scheduled for the written examination.
3. Applicants passing the basic background investigation will be invited to schedule their Physical Ability Test (PAT). This will be scheduled on a Saturday.
4. Applicants who pass the PAT, you will schedule the oral interview. This will be scheduled on the day of your PAT or the following Sunday.
5. After all applicants have completed testing, candidates will be banded based on written test scores and oral interview scores.
6. If your band is selected to continue in the process, you will submit the Personal History Questionnaire (PHQ) to receive a conditional offer and proceed to full backgrounds. If you receive a conditional offer of employment, you will be required to submit official transcripts for all colleges you have attended. **DO NOT** submit transcripts prior to conditional offer.

7. In state applicants will be required to attend a mandatory meeting to fill out a polygraph book and take their Minnesota Multiphasic Personality Inventory (MMPI) and 16 PF exam. Applicants will also self-schedule their Polygraph and Psychological Interview.
8. If applicant passes these steps, their file is presented to a Selection Committee for review.
9. If selected, applicants will be contacted personally by Human Resources and receive a final offer of employment contingent on successful completion of a medical evaluation.

## **Out of State Applicants- Laterals and Recruits**

**How many trips do I have to make to get hired?**

1<sup>st</sup> Trip:

- Take Written Test
- Take the PAT
- Oral Board Interview

2<sup>nd</sup> Trip:

- Polygraph
- Psychological Interview
- Medical Evaluation
- Interview with Background Investigator
- Psychological Exams

An out of state applicant must make their first trip for the testing phase. This must be done in Colorado Springs. After all applicants have completed testing, candidates will be banded based on written test scores and oral interview scores. If your band is selected to continue in the process, you will receive a conditional offer and proceed to full backgrounds. If you receive a conditional offer of employment, you will be required to submit official transcripts for all colleges you have attended. **DO NOT** submit transcripts prior to conditional offer.

Once the conditional offer is made, out of state applicants will be contacted individually to schedule their 2<sup>nd</sup> trip. This trip will require a 3 day stay in Colorado Springs.

We understand the burden this places on out of state applicants and have made every effort to consolidate the process into as few trips as possible. Out of state applicants may be able to complete the entire process within 2 trips, at their own expense.

## **Steps In The Process**

1. Applications are submitted electronically online. The computer automatically screens applications to see if applicant meets minimum qualifications.
2. Applicants who successfully complete the evaluation will be emailed the Personal History Questionnaire (PHQ) and the In-processing form for completion and will be scheduled for their testing weekend.
3. Applicants will take the written exam on a Friday. Those that successfully complete the written exam will be invited to schedule their Physical Ability Test (PAT). This will be scheduled on a Saturday.
4. Applicants who pass the PAT, you will schedule the oral interview. This will be scheduled on the day of your PAT or the following Sunday.
5. After all applicants have completed testing, candidates will be banded based on written test scores and oral interview scores.
6. If your band is selected to continue in the process, you will submit the Personal History Questionnaire (PHQ) to receive a conditional offer and proceed to full backgrounds. If you receive a conditional offer of employment, you will be required to submit official transcripts for all colleges you have attended. DO NOT submit transcripts prior to conditional offer.
7. Out of state applicants will be required to come to Colorado Springs for three days during the week to fill out a polygraph book and take their Minnesota Multiphasic Personality Inventory (MMPI) and 16 PF exam, get a medical clearance, a psychological evaluation and a background interview.
8. If applicant passes these steps, their file is presented to a Selection Committee for review.
9. If selected, applicants will be contacted personally by Human Resources and receive a final offer of employment contingent on successful completion of a medical evaluation.

## **JOB OFFERS**

### **CONDITIONAL JOB OFFERS**

Department vacancies and the availability of funding to fill those vacancies will determine the number of candidates that are continued in the hiring process and ultimately receive job offers. Applicants with higher final scores will receive offers of employment before applicants with lower scores. Final scores that are not statistically different may be grouped together and all applicants in the group may receive conditional offers at the same time.

Prior to conditional job offers, the Department will verify candidate eligibility through a basic background. Candidates that do not meet minimum qualifications, or have disqualifiers, will be disqualified at this point.

Candidates that complete the basic background successfully will be evaluated further to determine their suitability for employment with the Department after receiving a conditional job offer. In order to be eligible to receive a final job offer, candidates must successfully complete a background investigation, which includes further background review, a polygraph examination, and a psychological evaluation. The background review and polygraph will examine information related to education, employment history, theft from employers, criminal activity, criminal history, drug sales, drug usage, traffic violations, and prior law enforcement experience (if applicable), and other job-related matters. The background investigation, polygraph examination, and psychological evaluation are conducted and evaluated by employees of the Colorado Springs Police Department.

Candidates that provide false or misleading information to a background investigator or to other Department personnel, or who are determined to have omitted information, will be disqualified during the background. Other reasons for disqualification include, but are not limited to: admissions by the candidate of conduct of a criminal nature, whether or not resulting in a conviction; other wrongful acts of a serious nature; use or sale of controlled substances, excessive use of alcohol; or other evidence of bad character or irresponsible conduct. Candidates may be disqualified at any time during the background investigation. Candidates that are disqualified will be notified.

Background investigations will be kept strictly confidential. Information obtained in the background process, or the source of that information, is not a matter of public record and will not be released to anyone other than departmental police personnel or external law enforcement agencies that have a need to know, or when otherwise required by law.

As part of the background investigation, candidates must submit documentation verifying that they meet certain minimum qualifications and requirements, such as a Colorado driver's license and a birth certificate. Candidates that served in the Armed Forces must submit a copy of their entire personnel file and military discharge papers (DD Form 214) if they have not done so previously. Lateral applicants must submit a full and complete copy of their personnel file from their current employer and authorize the Department access to their Internal Affairs files.

Applicants are expected to appear for appointments at the scheduled time. Applicants that are late or miss a scheduled appointment may be disqualified.

## **FINAL JOB OFFERS**

In order to receive a final offer of employment as a Police Recruit, or Police Lateral Recruit, applicants must be selected for employment by the Chief of Police. The Chief of Police is assisted by a Committee in identifying candidates that are best suited for the job. This Committee consists of the Deputy Chiefs, the Commander of Professional Standards, the

Commander of Management Services, the Lieutenant and Sergeant in charge of background investigations, the Staff Psychologist and Police Human Resources. Following the Committee's review, an Executive Interview may be required of candidates that are considered suitable for employment.

Candidates that are selected for employment by the Chief of Police will receive a final offer of employment after successful completion of a medical examination and a drug test. Applicants that do not meet the medical standards for police officers established by the City of Colorado Springs Police Department will be disqualified.

**REAPPLICATION**

Candidates that are not continued in the hiring process or are not selected for employment will be advised of their status. These candidates may reapply when eligible to do so.

**EMPLOYMENT**

**APPOINTMENT TO POLICE OFFICER**

Police recruits, including lateral recruits, are required to attend and successfully complete the Colorado Springs Police Department Training Academy and to achieve Certification as a Police Officer according to State of Colorado standards. The Academy curriculum and training requirements are subject to change; however, training for recruits and laterals is normally completed in 24 weeks. With successful completion of the Training Academy and the POST test, new officers are then appointed to and sworn in as a Police Officer with the City of Colorado Springs. All new police officers complete their training during the Police Training Officer program in the field, which normally lasts for 15 weeks.

The recruit officer receives a pay increase when appointed to Police Officer. Lateral recruits receive a pay increase upon completion of probation.

If you would like more information about job applications for police officer with the Colorado Springs Police Department, please review our website for important information and updates [www.springsgov.com/police](http://www.springsgov.com/police).