



# **POLICE OFFICER RECRUITMENT and SELECTION GUIDE**

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## **City of Wheat Ridge Police Department Recruitment and Selection Guide**

Thank you for your interest in the City of Wheat Ridge Police Department!

We are a progressive agency that strives for technical excellence, leadership, and superior service in its partnership with the community that it serves. The City of Wheat Ridge Police Department employs more than 100 full-time professional team members dedicated to providing high-quality, cost-effective police services to the community. Many exciting career opportunities exist for dedicated individuals.

This document contains information regarding the application and hiring procedures for the positions of Police Officer and Police Recruit. In addition, it contains disqualifying factors for all Police Department applicants. Please read the instructions carefully. Any omission or error on your part in the submitting of the application and subsequent testing may be grounds for elimination from the selection process or from employment. At the completion of the examination process, the City of Wheat Ridge may establish a position eligibility list.

If you have any questions, please contact our Human Resources Office at (303) 235-2814.

### **RECRUITMENT PROCESS**

A City of Wheat Ridge employment application is required for all positions. All information on the City application must be completed. Supplemental forms must be completed and submitted as instructed. Applications may be rejected if documents are only partially completed and/or any material requested through the recruitment process is omitted.

Application materials are accepted only during designated hiring periods. For specific dates, contact the City of Wheat Ridge Human Resources Department, 7500 W. 29<sup>th</sup> Avenue, Wheat Ridge, CO 80033, (303) 235-2814 or check the City website at [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us).

The City of Wheat Ridge is committed to developing a work force which reflects the diversity and composition of the community we serve; honors and respects the differences and abilities of all team members and residents; and, provides team members with the necessary opportunities, tools, and support to achieve their maximum potential.

We are an Equal Opportunity and Affirmative Action Employer and will be happy to discuss our philosophy with regards to hiring and promotional opportunities with you.

## **General Requirements**

- Age:** 21 years of age minimum
- Education:** 60 semester hours or 90 quarter hours from an accredited college or university non-vocational school. **This requirement will not be waived for any reason.**
- The City of Wheat Ridge requires that all Police Officer and Police Recruit applicants have at least 60 semester hours, or 90 quarter hours from an accredited college or university from a non-vocational school. The department will only accept applications from applicants who can show proof that this educational requirement is or will be met at the time of hire.
- Physical Fitness:** Must be able to perform all physical demands of the job as stipulated in the job description.
- United States Citizenship:** Applicant must be a United States Citizen or possess proper I-9 documentation; also must be able to communicate effectively in written and spoken English.
- Certification:** The examination process is open to both certified and non-certified applicants.
- Other Requirements:** All applicants who are seeking employment with the City of Wheat Ridge Police Department should be aware of certain requirements that are inherent within the profession. These may be identified by character traits that include honesty, integrity, maturity, self-discipline, initiative, problem solving, and an exceptional ability to deal frequently with traumatic occurrences.

## **Disqualification Factors for All Police Department Applicants**

The following criteria outlines disqualification factors of applicants from the selection process for any position with the City of Wheat Ridge Police Department. The criteria are not all-inclusive and will be evaluated on a case-by-case basis depending on the specific position for which the applicant is applying. Backgrounds of each applicant will be evaluated on the basis of overall character and integrity.

### **Character**

- Falsified a written report
- Given perjured sworn testimony at any time as an adult
- Offered, paid, solicited, or accepted a bribe at any time
- Current or former member or supporter of any group that seeks to alter the form of government of the United States of America by unconstitutional means

### **Certification/Eligibility**

- Falsified documentation of a college degree, transcript, or specialized training
- Falsified documentation of law enforcement certification
- Knowingly falsified requested information during the selection process

- Cheated on any portion of the selection process

### **Employment History (Includes school and military)**

- Any dishonorable discharge from military service
- Deliberate fabrication of any information related to a job
- Deliberate failure to list a job since age 18 on the application packet
- Failure to report a discharge, forced termination, or resignation due to performance issues since age 18
- Recorded refusal to work paid overtime, different shifts, different days of the week, or holidays, as required
- Sick Leave Abuse as noted in a performance assessment

### **Previous Law Enforcement**

- Solicited or accepted a bribe at any time as a law enforcement officer
- Given false statements or falsified a report at any time as a law enforcement officer
- Use of any illegal drug, on or off duty, while employed as a law enforcement officer
- Unlawful use of physical force within the past five years while serving as a law enforcement officer

### **Criminal Behavior**

- Conviction of any crimes prohibiting P.O.S.T certification (police officer/recruit applicants only)
- Conviction of any domestic violence related offense
- Any felony conviction
- Any misdemeanor conviction in the past three years
- Any felony adjudication as a juvenile
- Self-admitted commission of any felony as an adult
- Any sexual assault committed against an adult or child at any time
- Applicant is currently subject to any restraining order pursuant to a domestic violence proceeding, or which prohibits them from possessing a firearm
- Any pattern of criminal activity (self-admitted or otherwise)

### **Integrity**

- Theft of goods and/or money (added together) of more than \$100 from an employer within the past three years
- Any incidents of misdemeanor shoplifting or accessory to shoplifting, whether detected or not, within the past 3 years

### **Financial Responsibility**

- Any checks intentionally written on a closed account
- Two or more separate incidents within the past five years of being convicted of or having wages garnished for failure to pay child support

### **Drug/Alcohol Use**

- Illegal use of marijuana within the last 36 months
- Use of any other illegal drug within the last 60 months
- Any production, cultivation, transportation or sale of illegal drugs
- Any instance of fraudulently obtaining a prescription medication or controlled substance or forging a prescription order
- Refusal to agree to submit to applicants' substance screening

- Evidence of current excessive alcohol use, (as defined by departmental guidelines)

### **Driving Record (Driving Positions)**

- Any DUI or DWI convictions within the past three years
- Any citation for reckless driving or speed contest/drag racing in the last three years (determined by cited offense, not by plea disposition)
- Any driver's license revocation, denial, suspension, or cancellation within the last three years
- Any driver's license revocation as a Habitual Traffic Offender
- Any Hit and Run accidents within the last three years
- Failure to show proof of liability insurance (Colorado drivers) if applicant owns a vehicle
- Conviction of three or more moving violations in the past three years

### **SELECTION PROCESS**

The City of Wheat Ridge does not discriminate on the basis of race, color, religion, creed, gender, age, national origin, marital status, ancestry, sexual orientation, disability (unless related to a bona fide occupational condition), or any other protected status in compliance with the applicable law. As such, the information provided with regard to any of the aforementioned categories will not be used in the hiring decision process but utilized **ONLY** for purposes of obtaining background information. Through the selection process, the protected information will be kept separate from your employment application and will not be accessible to individuals assigned the authority to make employment decisions.

The current hiring process will include the steps listed below. All candidates will be notified by a Human Resources team member following completion of each phase of the process whether or not they have been selected to continue in the process. **Please do not call to determine your status. You will be contacted as soon as information is available.**

#### **1. Application**

- ▶ Submittal of a **City of Wheat Ridge AND National Testing Network Application is required.**

Lateral Entry (Certified Police Officers) candidates must participate in all City of Wheat Ridge screening and examination processes for a Police Officer. Candidates to be considered for this level must:

- Possess a Colorado P.O.S.T. Certification or have the ability to test out and obtain certification.
  - Possess a minimum of three years' experience as a street officer with a civilian law enforcement agency having a policing environment similar to that found in most urban or suburban settings.
- ▶ Candidates who do not meet the minimum qualifications will be notified. Candidates who are eligible to participate in further testing will be advised on how to proceed.
  - ▶ All documents submitted with an application are, after receipt, considered the property of the City of Wheat Ridge and will not be returned.

## 2. Personal History Questionnaires (PHQ)

As part of the background investigation, participating candidates will be required to complete a PHQ administered through National Testing Services. The PHQ will cover information to include, but not limited to:

- Criminal and driving history
- Drug and alcohol use
- Personal references, residential history
- Education and training credentials
- Undetected criminal activity
- Employment history
- Financial history
- Military service

**Important Notice:** Any misrepresentation, falsification, omission or deception regarding information contained on the PHQ will be grounds for disqualification from the examination process. All information provided will be confirmed and investigated during the polygraph interview and background investigation.

## 3. FrontLine National Video Testing System

This is a video-based test designed for the first phase of employment testing administered through National Testing Services. The video test focuses on:

- Report writing
- Situational judgment
- Handling authority
- Ethics
- Social maturity
- Reading
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*Note: Individuals with a reduced risk of counterproductive workplace behaviors and who successfully complete the FrontLine National Video Testing System are selected to proceed to the oral interview process.*

## 4. Integrity Inventory

The integrity inventory aids in the prediction of individuals' likelihood of engaging in counter-productive workplace behaviors including, but not limited to, theft, violence and drug abuse.

## 5. Oral Board Exam

The oral board exam (interview) is conducted in front of a panel of assessors selected by the Police Department and Human Resources Division. The interview is behaviorally based and covers various issues that face police officers. It is a forum providing candidates an opportunity to express their personal views and respond to a variety of questions and for the team members to learn as much as possible about each candidate.

## 6. Polygraph

All candidates for employment with the City of Wheat Ridge Police Department are required to submit to a pre-employment polygraph. Below is a list of areas that may be explored during the polygraph:

- Complete disclosure of all information pertinent to employment with the City of Wheat Ridge Police Department to include, but not limited to, application, personal history questionnaire, credentials and references.

- Information pertinent to past employment including dates, positions held, reasons for separation, and misconduct while employed
- Military service record
- Driving history
- Criminal activity, including illegal drug use within the last five years
- Perjury or fraud, including falsifying company records, falsifying police reports or other governmental records, accepting bribes or gratuities
- Any misconduct as a police officer, including criminal activity, damage to property, abuse of authority, or excessive force
- Activity that would reflect poorly upon the Police Department or allow the applicant's position with the City to be compromised
- Any other information pertinent to your employment with the City of Wheat Ridge Police Department
- Polygraph exam will not be used as the single determinant of employment status.

## **7. Suitability Evaluation**

The suitability evaluation will be performed and certified by a psychiatrist or psychologist selected by, and at the expense of, the City of Wheat Ridge. Scores of 2 or better are required for successful completion.

## **8. Ride Along Program**

All candidates successfully completing the suitability evaluation will be scheduled for a ride along. The purpose of the program is to provide candidates with an insight into the line operations of the Police Department. The ride along may extend for up to a six-hour period. The Ride-Along Program is not used as a determinant for screening applicants.

## **9. Background Investigation**

The background investigation will include, but not be limited to, contact with the applicant's former employers, associates, neighbors, and other pertinent sources. In addition, the candidate's application, integrity responses, military history, school records, police records, driving record, and Personal History Questionnaire responses will be researched.

All candidates selected to take part in the recruitment and hiring process will be required to submit a Release of Information Agreement which will be used to conduct a background investigation. Regardless of whether a candidate is a current officer or one who left policing in good standing, they must provide for a full and unconditional release of prior personnel records including disclosure of the existence and content of any sealed files.

A summary of rights as a consumer may be obtained by contacting Human Resources at 303-235-2814.

## **10. Interview with the Chief of Police**

The Chief of Police will meet with the applicant and review all pertinent information to include: employment application, background, and testing results to determine suitability as a City of Wheat Ridge Police Officer.

## **11. Physical Exam and Psychological Evaluation**

This final phase of the selection process will be conducted after a conditional offer of employment is made. The physical/medical exam will include an essential functions test based on the requirements stated in the job description and substance screening. The

information obtained during this testing process is considered privileged and confidential and will not be provided to candidates.

## **12. Reapplication**

Candidates who fail to satisfactorily complete the suitability or psychological evaluation must wait one year before reapplying during any subsequent recruitment.

## **13. Police Recruit Academy Training**

Candidates who accept the City's final offer of employment and are not certified as a Peace Officer in the State of Colorado will attend a police academy as a Police Recruit at the expense of the department. Recruits who fail any component of the academy training or the Colorado P.O.S.T. Board Certification examinations will be dismissed from employment.

## **14. Field Training Program**

Certified candidates and graduating Police Recruits will participate in the department's orientation and Field Training Officer Program (FTO). The program includes daily evaluation of the officer's performance.

Lateral candidates must complete the FTO program as designed; however, the training timeframe may be modified by the FTO coordinator on a case-by-case basis.

## **DEPARTMENT INFORMATION**

### **Community Policing**

The City of Wheat Ridge Police Department is committed to the implementation of the community policing philosophy. Community policing is an organizational strategy and philosophy that emphasizes problem-solving partnerships between the City of Wheat Ridge Police Department, neighborhoods, and businesses working together to create a better quality of life within the community.

### **Assignments and Hours**

- *Division* - All new officers for the City of Wheat Ridge Police Department, regardless of experience, are assigned to the Patrol Operations Division. Officers will be assigned to a shift, reporting to a field Training Officer and a Patrol Sergeant. It is in this division that each new recruit is trained in departmental procedures and becomes familiar with the City itself.
- *Shift Work* – Regardless of assignment, team members are required to work time periods and/or shifts, rotational and/or fixed, consistent with the needs of the City of Wheat Ridge Police Department.
- *Work Hours* - Depending on the position and departmental needs, 4/10's (4 days, 10 hours each) and 5/8's, (5 days, 8 hours each), are typically utilized.

### **Probationary Period**

The newly hired Police Officer is placed in a trial service status for a period not less than 12 months. This period of time is regarded as part of the applicant's examination process and will be utilized for purposes of team member evaluation, training, and adjustment to the demands of the profession. During this time the applicant is required to satisfactorily complete the Field Training Program.

**Salary Range Monthly, (as of June 2013) - \$4,000 to \$6,367**

- **Police Recruit:** Hiring Rate - \$4,000 per month. Non-certified applicants are hired as Police Recruits until successful completion of the academy and the Colorado P.O.S.T. examination, at which time they move to the 1<sup>st</sup> level of Police Officer. P.O.S.T certified candidates with less than 1 year experience may be required to attend the City’s preferred academy.
- **Entry Level Police Officer:** 0 – 2 years’ experience = \$4,333 - \$4,666 (DOQ)
- **Lateral Police Officer:** Candidates with prior law enforcement experience may be hired at a level within the range pursuant to the following lateral entry guidelines:
  - 2 to 3 years’ experience = \$4,900
  - 4 to 5 years’ experience = \$5,166
  - 5+ years of experience = \$5,400
  - 5+ years (with specific advanced experience) = \$5,633

**CURRENT BENEFITS**

**Paid Time Off** - Recognizing the varying work schedules of City team members and team member’s diverse needs for time away from work, the City provides a general Personal Time-Off (PTO) leave program for its team members. Personal Time-Off is accrued by regular team members to use for vacations, medical/dental appointments, personal business, child care problems, bereavement, family emergencies, off-the-job injury, incidental illness, incidental care for family members, and all other absences not covered under another plan.

Effective on appointment, all regular team members will accrue Personal Time-Off on a bi-weekly basis for 26 pay periods each year according to the following schedule:

*Bi-Weekly Hours are rounded and do not reflect the full rate*

Years of Service	40-HOUR STATUS		35-HOUR STATUS		30-HOUR STATUS		25-HOUR STATUS		20-HOUR STATUS	
	Bi-Week Hrs.	Annual Accrual Days	Bi-Week Hrs.	Annual Accrual Days	Bi-Week Hrs.	Annual Accrual Days	Bi-Week Hrs.	Annual Accrual Days	Bi-Week Hrs.	Annual Accrual Days
<b>0 - 5</b>	6.15	20	5.38	17.50	4.62	15.00	3.85	12.50	3.08	10.00
<b>6 - 10</b>	7.08	23	6.19	20.00	5.31	17.25	4.42	14.00	3.54	11.50
<b>11 - 15</b>	8.00	26	7.00	22.75	6.00	19.50	5.00	16.25	4.00	13.00
<b>16 or more</b>	8.92	29	7.81	25.00	6.69	21.75	5.58	18.00	4.46	14.50

- **Extended Sick Leave** - established for the team member’s psychological disorder, medical operation, pregnancy, off-the-job injuries, serious illness or care of family member with serious illness that necessitates team member absence in excess of 40 working hours, (prorated for regular part-time). Established for regular team members to provide for paid leave that extends beyond 40 work hours, (prorated for regular part-time team members based on status), for the team member’s psychological disorder, medical operation, pregnancy, off-the-job injuries, serious illness or care of family member with serious illness that necessitates team member absence in excess of 40 working hours (prorated for regular part-time) and for situations that qualify under the Family and Medical Leave Act (FMLA).



- **Holidays** – There are ten “Official” Holidays per year equating to 80 hours.
- **Group Term Life Insurance** - The City pays for life insurance plus accidental death and dismemberment coverage equal to 1 ½ x’s the team member’s annual salary up to \$150,000 max plus \$2000 life coverage for each dependent.
- **Short Term Disability** - A benefit of 60% of your monthly income, not to exceed a benefit amount of \$500/week up to a 13 week period (includes 30 day waiting period) should you become disabled.
- **Long Term Disability** - Civilian team members receive 60% of their monthly income to a maximum of \$6,000/month if disabled; payments begin 90 days after absence from work. Sworn officers receive coverage through FPPA.

### **RETIREMENT PLANS**

- **ICMA-Retirement Corp.** – Police Recruits contribute 4%/City contributes 4%; five (5) year vesting period.
- **ICMA Retirement Corp.** – Immediately, sworn team members and the City contribute 10%; seven (7) year vesting period.

**SOCIAL SECURITY** – The City deducts 1.45% for Medicare. No contributions are made to Social Security for sworn positions. Civilian and Recruit positions contribute 7.65% for both FICA and Medicare.

### **VOLUNTARY RETIREMENT PROGRAM:**

- **Deferred Compensation (457)** - A voluntary program where team members can contribute on a pre or post/tax basis. This plan offers a ROTH component to the fund choices. You may defer up to \$17,500 of compensation.
- **Roth IRA** - This is an additional retirement offering to team members. Contributions up to \$5,500 (under 50 years of age) or \$6,500 (over age 50) are allowed. Contributions are made as an after-tax deduction.

**WORKER’S COMPENSATION** - Team members are required to report on-the-job injuries in order to receive worker’s compensation coverage.

**TEAM MEMBER ASSISTANCE PROGRAM** (Bensinger, DuPont & Assoc.) – Services are available for six free counseling sessions per area, legal and financial advice is also available. This program provides on-line resources and an audio library for your use.

**VISION PLAN** – This is a voluntary program at the team members’ expense that offers discounted services and hardware.

**VOLUNTARY TERM LIFE INSURANCE** – Team members may purchase additional term life insurance for themselves & their family.

**SECTION 125 CAFETERIA PLAN** - Money may be set aside on a pre-tax basis to pay for certain medical and childcare expenses.

**HSA PLAN** – Money may be combined with a high deductible health plan (HDHP) and set aside as pre-tax contributions toward qualified health care expenses for yourself and family.

**AUTOMATIC DEPOSIT** - Electronic fund transfers of your paycheck into a bank or credit union of your choice is available.

**BANKS/CREDIT UNION** – Team members may receive discounted banking services from Wells Fargo Bank in Wheat Ridge or from the Westminster Federal Credit Union.

**RECREATION FACILITIES** – Free participation in most recreation programs for team members only.

**CELLULAR PROGRAM** – Through AT&T team members are offered a cellular contract at a discounted rate.

**UNIFORMS**

The City provides the uniform to team members if one is required. For sworn personnel, weapons and footwear are not provided. Departmental regulations shall govern how and when the uniform shall be worn. For uniform cleaning, pickup and delivery is paid for by the City.

***The City reserves the right to modify any or all of the information cited within this document to include, but not limited to: position requirements, selection criteria, tests administration and additions/deletions of selection process exams. In addition, note that except as may be governed by law or written agreement, benefits, programs, all terms and conditions of employment may be increased, decreased, eliminated, changed or modified as deemed necessary by the organization.***