INFORMATION PACKET TO
Join AURORA, CO POLICE
LATERAL LEVEL APPLICATION

City of Aurora, Colorado
Police • 1.800.637.9963
15001 E. Alameda Parkway
Aurora, CO 80012
#JoinTheAPD
The Civil Service Commission administers the basic entry selection process. Any questions in reference to scheduling, test results, background investigations or application status should be directed to the commission at 303.326.8931 or civilservice@auroragov.org.
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In 1907 the Aurora Police Department was established to provide law enforcement services for the city of Aurora. Since that time the city of Aurora has grown to be the 3rd largest city in the State Of Colorado encompassing 147 square miles with a population of 353,108 people.

The Aurora Police Department has been nationally recognized for its innovative approaches to law enforcement and community policing and is internationally accredited.

The Aurora Police Department utilizes the following assignments and units to help complete its mission:

- Patrol Officer
- Police Area Representative (PAR)
- Strategic Response and Tactics (SRT)
- K-9 Officer
- School Resource Officer
- Explorer Advisor
- Traffic Accident Investigator
- Motorcycle Enforcement Team
- Motor Carrier Safety Officer
- SWAT Officer
- Narcotics Investigator
- Auto Theft Investigator
- Emergency Response Team
- Municipal Center Security Officer
- Academy Instructor
- Range and Firearms Instructor
- DARE Instructor
- Recruiter
- Honor Guard Member Public
- Information Officer
- Foot Patrol and Bike Patrol Officer
- Gang Intervention Officer
- Homicide Detective
- Sex Crimes Detective
- Persons Crimes Detective
- Property Crimes Detective
- Economic Crimes Detective
- Hostage Negotiator
- Supervisory and Command Officer
- Field Training Officer
At the time of application (unless otherwise noted), applicants for Entry Level appointment to the Civil Service shall:

- Be twenty-one (21) years old.
- Be a citizen of the United States of America.
- Have a high school diploma or GED.
- Have three years previous related experience in good standing within the four-year period immediately preceding the application. Related experience shall consist of full-time paid employment as a Police Officer in a Full Service Police Department.

The Police Department uses the following criteria when selecting lateral applicants to participate in the lateral testing process:

- Service within any Full Service police/law enforcement department/agency in the state of Colorado.
- A full Service Law Enforcement Department is defined as an agency that responds to calls for service, makes arrests, and files criminal cases without the services of another law enforcement agency.
- Must have at least 2 out of 3 years in a uniformed patrol capacity, or 1 year in a special assignment and 1 year on patrol.
- Patrol - Under general supervision, performs law enforcement and crime prevention work for the protection of life and property; patrols an assigned area in a police car, on motorcycle, or on foot, enforcing federal, state, and municipal laws and ordinances.
- Must have at least three years as a commissioned law enforcement officer (POST certified) AND validated evidence of successful completion of a related training academy certified by the appropriate state, federal or local regulatory or oversight agency.
MINIMUM QUALIFICATIONS

• A review of relevant experience and education will be used to determine the applicants’ suitability for selection to participate in the lateral-entry process. This will include but is not limited to a review of related experience, training, education, department size and community served.

Additionally, part time, Military, Detention, Reserve or part-time Police Officer and security personnel will NOT be considered as previous related experience.

SALARY

An applicant hired under the lateral entry program will enter the academy classified as a Police Officer grade to be determined by his or her years of service and amount of formal education.

Less than a Bachelors Degree:
• 3 to 5 years of service: Grade III, $59,709
• After completion of training: Grade II, $66,524
• 5 years or more of service: Grade II, $66,524
• After completion of training: Grade I, $73,507

Bachelor Degree or Higher:
• 3 to 5 years of service: Grade II, $66,524
• After completion of training: Grade I, $73,507
• 5 years or more of service: Grade I, $73,507
• After completion of training: Grade D, $76,865

Completion of training includes successful completion of the training academy and field training.
See chart below for additional step increases totaling 7%

Salary amounts are negotiated every two years which can result in cost of living pay raises. A $750 annual longevity payout annual.

### 2018 POLICE EMPLOYEE SALARY CHART

<table>
<thead>
<tr>
<th>Patrol Officer</th>
<th>Year 1-4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 8+</th>
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<tr>
<td>Grade IV</td>
<td>$53,713</td>
<td>$59,709</td>
<td>$66,525</td>
<td>$73,507</td>
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<td>$66,525</td>
<td>$73,507</td>
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<tr>
<td>Position</td>
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<td>Year 6</td>
<td>Year 7</td>
<td>Year 8</td>
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<td>Patrol Officer IV</td>
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<td>Patrol Officer III</td>
<td>$78,653</td>
<td>$6,554</td>
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<td>Patrol Officer Special</td>
<td>$92,356</td>
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<td>Patrol Agent</td>
<td>$98,820</td>
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<tr>
<td>Patrol Sergeant</td>
<td>$112,905</td>
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<td>$119,418</td>
<td>$9,952</td>
<td>$120,168</td>
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<td>$54,2813</td>
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<td>Patrol Sergeant Specialist</td>
<td>$124,257</td>
<td>$10,355</td>
<td>$131,425</td>
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</table>
Uniforms

Uniforms are furnished by the department at no cost. You supply the duty weapon, which must meet department standards. All new Police hires are required to carry one of the following authorized duty weapons:

- Glock 19
- Glock 17
- Glock 34

Officers receive $750.00 body armor vest allowance once every four years.

Vacation and Holidays

Vacation: 80 hours annually, increasing with seniority with a maximum of 260 hours annually
Paid holidays: 11 days annually
Personal leave: 20 hours annually

*Time is accrued on a 48-hour work schedule. (40-hour administration schedule will differ)

Sick Leave

120 hours annually

Health Insurance

Effective Jan. 1, 2015, the city shall contribute an amount up to $1,307.20 per month for family coverage, $960.92 per month for employee plus one, and $480.50 per month for singular coverage toward the cost of the premium in a group health plan offered by the city to its employees.

Dental Insurance

Effective Jan. 1, 2015, the city shall contribute an amount up to $43.76 per month toward the cost of family or single coverage in either of the dental insurance plans offered by the city.

Life Insurance

The city provides free life insurance, which is one times salary (rounded to the nearest higher thousand of the annual salary) plus $1,000 dependent coverage. Supplements and dependent insurance is available.
### Disability
The city provides death and disability coverage through the Fire and Police Pension Association (FPPA).

### Retirement
Officers and the city both contribute 10.5% bi-weekly into their retirement fund with 5-year vestment schedule IRS-qualified tax-exempt retirement plans meeting 401A status can be rolled over when the candidate provides IRS determination letter, subject to approval of the retirement board.

### Deferred Compensation
Officers may tax defer a certain dollar amount of salary annually, to a 457 account or officers may defer a certain dollar amount (post-tax) to a Roth IRA account.

### Training
Officers are required to attend 40 hours of in-service training annually. They are also eligible for job related sponsored training.

If you would like additional information on the benefits that are offered by the city of Aurora contact a recruiter 1.800.637.9963 and request a employee benefits guide or call the Human Resources Department at 303.739.7225.
LATERAL TESTING PROCESS

Your application is reviewed by the Civil Service Commission to ensure that you meet the minimum qualifications established by the Commission. (see minimum qualifications).

Your application is then forwarded to the Police Department Recruiting and Background Section to ensure that you meet the qualifications established by the Police Department (see minimum qualifications).

If you meet the requirements established by the Police Department you will then be sent an e-mail requesting that you complete a Personal History Statement (PHS). The PHS and required supplemental documentation is due in two weeks. Requests for extensions are permitted and need to be made in writing (an e-mail is acceptable)

Once the Background Investigations Unit receives your PHS it is then reviewed by the Recruiting and Background Section Command Staff.

Applicants that are selected to continue on in the process will advance to the background investigation phase. In state applicants will also be required to complete the Job Suitability Assessment (JSA) and polygraph examinations during this time period.

Applicants that successfully pass the background investigation will have their packet reviewed by the Recruiting and Background Section Command Staff. The Command Staff will then choose the most qualified applicants to invite to the lateral testing week.

Lateral testing week consists of a physical fitness test, (see physical fitness standards page) Job Suitability Assessment, polygraph exam and interview with the department Chief's (in-state applicants will not have to take the JSA or polygraph again since they did it during the background investigation)

During the lateral testing week conditional job offers will be given to the top candidates. Applicants given job offers will then be required to take a medical exam and post psychological exam.

Final job offers are given once the results from the medical and psychological exam are reported to the Police Department. This typically takes a couple of weeks
Phase 1

**Sit-ups**

The participant will have 60 seconds to complete as many sit-ups as possible.

**Illinois Agility Test**

The participant will have one attempt at this test.

**Beep Test**

The participant will attempt to complete as many laps as possible during this test. The score is based on the total number of consecutive laps.

The participant will be scored in each of the listed areas.

The participant is required to obtain a minimum score of 12 points. The participant must have at LEAST one point in each category.
Phase 2

Essential Job Functions Test

• The participant must be able to climb over a 6-foot-tall chain-link fence, unassisted. *This part is not timed*

• The participant will sit in the driver’s seat of a patrol car with the doors closed and will await further instructions. A test monitor will give the participant verbal instructions to pursue a fictitious fleeing felony suspect (i.e. a physical description). The test monitor will tell the participant to “GO” and the following physical tasks must be completed: The participant must get out of the car and run a total distance of 130 yards, (negotiating the following obstacles). Timing begins when the participant opens the patrol car door. The participant will encounter a standard-size office table. The participant must crawl under this table.

• During the run the participant must climb through an approximately 30-inch-by-30-inch opening with the bottom of the opening located approximately 49 inches from the ground. Next the participant must run to and climb a set of stairs. After climbing the stairs, the participant must identify the proper suspect from four targets, each numbered and dressed differently. Finally, the participant will then move a dummy weighing approximately 150 pounds from a chair totally across a designated line five feet away where upon timing will stop.

• The participant must complete this section in under 60 seconds.
Attendance

• The lateral academy duration is 14 weeks followed by a 7 week field training period.

• Absences without leave will be grounds for dismissal.
  • Colorado Peace Officers Standards and Training (P.O.S.T.) requires 100% attendance during the Academy. Excused absences will be on a case-by-case basis, to be determined by Academy staff.

Standards and Training

• The academy is (paramilitary) designed on a military pattern with a military structure.

• You will stand at attention.

• You will participate in fairly rigorous physical activity.

• Fitness is a significant part of the overall structure of the academy.

• You must obtain a passing score for the Physical Abilities Test (PAT) fitness standard.

• You must maintain 70% or better on all tests.

• You must maintain a 70% or better on all skills tests (i.e. driving, self-defense/arrest control, firearms).

• You must pass the Colorado Peace Officers Standards and Training (P.O.S.T) standards and exams.

• Departing from the truth by commission or omission in any verbal or written communication may be grounds for termination.
Please review prior to submitting your application. Applicants shall be disqualified for the following reasons:

1. Failure to meet any of the minimum qualifications.

2. Failure to submit a complete application or comply with procedures established for such application including, but not limited to: signing the application; responding to all items; providing explanations when required; supplying requested documents; or complying with other procedures established for such application at the time of application.

3. Falsification, misleading statements, omissions, misstatements, conflicting information, or discrepancies of information required on the application and/or on other forms or documents in any portion of the examination process; or evidence of falsification, fraud or deceit in any portion of the application and examination process.

4. Conviction of, or deferred judgment for, a crime that is a felony under state or federal law; or military conviction by a Court Martial that is comparable to a felony conviction.

5. Conviction of, or deferred judgment for, or combination of:

   - Two or more misdemeanor crimes or petty offenses, other than traffic offenses, under federal or state law, or violations of municipal or county ordinance within the last five years.

   - Any driving offense within the last three years that was caused by alcohol, controlled substances, drugs, or other illegal substances, including, but not limited to, DUI and/or DWAI; or two or more convictions or deferred judgments within the last seven years.

   - **Seven or more violations while operating a motor vehicle in the last seven years; or four violations in the last three years; or three violations in the last year.**

   - Any reckless driving violation within the last three years; or two or more violations within the last seven years.
• Any driving offense within the last three years that was caused by alcohol, controlled substances, drugs or other illegal substances, including, but not limited to, DUI and/or DWAI; or two or more convictions or deferred judgments within the last seven years.
• Any misdemeanor causing disqualification under POST standard 24-31-305.

6. Suspension or revocation of driver’s license in the last two years; or two or more suspensions or revocations in the last five years.

7. Illegal possession, including illegal use or experimentation, of marijuana (one) year from the date of application.

8. Illegal possession, including illegal use or experimentation, of any controlled substance, other than marijuana, to include prescribed drugs, narcotics, steroids, ecstasy or other controlled drugs, within the last three (3) years from date of application.

9. Illegal sale or illegal distribution of any controlled substances or drugs, including steroids, in the last ten (10) years.

10. Failure to supply required documents by the deadline established by the commission.

11. Failure to successfully complete any portion of the commission’s required examinations.

12. Violation of any commission rule, regulation, policy or directive.

13. Overall conduct or character of the applicant that demonstrates an undesirable behavior pattern including, but not limited to, dishonesty and/or integrity issues, motor vehicle violations, employment terminations, financial problems, thefts and/or activities or a combination of such conduct and/or activities.

14. Applicant was disqualified from an Aurora Civil Service process for failing the background, job suitability assessment or substance abuse test in the past 24 months.
The following factors may be grounds for disqualification:

1. Termination from any law enforcement agency or any fire department.
2. Voluntary separation from law enforcement or fire employment to prevent, or in lieu of, possible disciplinary action or termination.
3. Failure to appear at the scheduled date and time for any appointment or examination.
4. Conviction of a misdemeanor crime under federal or state law, or a violation of a municipal or county ordinance, in which the offense involved the use, attempted use, or the threatened use of a deadly weapon or physical force against any person. Additional misdemeanor convictions included in Colorado SB 01-16 that may be cause for revocation or denial of peace officer certification.
5. A member of any organization that engages in acts of force or violence, illegal activity, and/or advocates the violent overthrow of the Constitution or Government of the United States of America.
6. Inability to locate applicant.
7. Removal for cause from an eligibility list in the past 12-month period.
8. Solicitation, or attempted solicitation, in connection with application and testing for employment, of preferential treatment and/or intervention on behalf of the applicant from any member of the City Council, the department and its employees, the commission and its employees, or other city officials and employees. Personal references and letters of recommendation or commendations are to be provided during the background investigation.
9. Discharged from any branch of military service under other than honorable conditions.

Previous application for an Aurora Civil Service position and subsequent disqualification for failing the Substance Abuse Screening, Job Suitability Assessment or Background Investigation within a 12-month period from the date of the original disqualification letter. Effective for disqualifications made after Aug. 9, 2014.
AURORA
PROUD TO BE COLORADO’S SAFEST LARGE CITY
Aurora’s police force works around the clock to ensure residents are safe at home, safe at school, safe at work and safe at play.

SAFEST CITIES IN U.S.
BASED OFF 2016 CRIME RATES (PER 1,000 CITIZENS)
FOR POPULATIONS 250,000 AND OVER

<table>
<thead>
<tr>
<th>Rank</th>
<th>State</th>
<th>City</th>
<th>Population</th>
<th>Rate</th>
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<td>Aurora</td>
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<td>Colorado</td>
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COLORADO LARGE CITY NATIONAL SAFETY RANKINGS OVER THE YEARS

Historical FBI UCR crime data and population figures were used to calculate rankings.
CITY OF AURORA

PUBLIC SAFETY TRAINING CENTER

Every day our public safety professionals are working to keep us all safe, and now, they can train in a new facility. In 2016, Aurora celebrated the opening of a new public safety training center located near Gun Club Road and Quincy Avenue. This state-of-the-art center combines classroom training with hands-on practice in a real-world setting. This center is used to train tactics, investigation, firefighting, technical rescue, pursuit, and much more. It is an amazing fully integrated training facility, and allows our public safety training professionals to develop and enhance the skills they need in their efforts to make Aurora an even safer community.

#JoinTheAPD
AuroraGov.org/Recruit

Detective/Investigator
Criminal investigations

K-9
High risk apprehensions, drug detection, community engagements

SRT/SWAT
Strategic Response Team to assist patrol and auxiliary units

Patrol
The backbone of the Aurora Police Department

PAR/SRO
Police Area Representative/School Resource Officer: Community Service

Traffic/MET
Traffic/Motorcycle Enforcement Team: Traffic safety
Think you know
Aurora?

1st and 2nd

Fastest Appreciating Neighborhoods in the Denver Metro Area

5th

BATES for People with Disabilities in the nation (WalletHub)

5th

Top 10 Places to see Public Art in the country (The New York Times)

1

The #1 Fittest city in the nation

#1

National Award-Winning Water System including “Excellence in Water Treatment”

15th

Best Park System in the nation (Best for Public Land)

13th

Best City to Find Your Dream Job in the U.S. (GoBankingRates.com)

13th

Best City to Be a Homeowner in the Country (SmartAsset.com)

13th

Safest large city in Colorado (Based on FBI data)

1st

SAFEST

Top cities in the U.S. for living the American Dream

Statistics as of March 2018