

# **AURORA** **POLICE**



## 2016 Lateral Entry Applicant Information Guide

15001 East Alameda Parkway  
Aurora, Colorado 80012



Nicholas Metz  
Chief of Police



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## Recruiting Contact Information



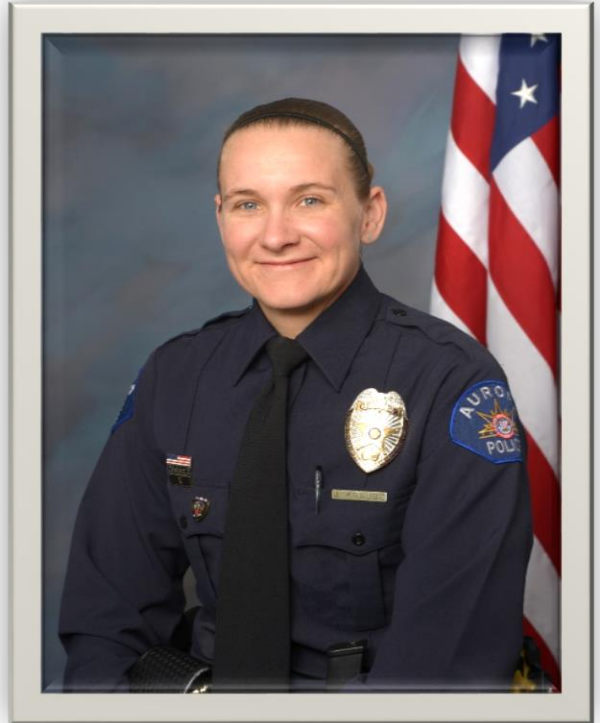
# RECRUITING UNIT



 **Officer Arturo Zepeda**

[azepeda@auroragov.org](mailto:azepeda@auroragov.org)

(303) 739-7897



 **Officer Jennifer Krause**

[jkrause@auroragov.org](mailto:jkrause@auroragov.org)

(303) 326-8759



### Aurora Police Headquarters

15001 East Alameda Parkway

Office of the Chief

Aurora, Colorado 80012

**1-800-637-9963**

[apdrecruiting@auroragov.org](mailto:apdrecruiting@auroragov.org)

[Recruiting Webpage](#)



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](mailto:civilservice@auroragov.org).



# Duties and Responsibilities



## OBJECTIVE:

The following job description identified specific duties, responsibilities and tasks for the position of Police Officer. The goal of an Aurora Police Officer should be to promote a safe environment through police and citizen interaction. Through effective communication and teamwork a trust should be developed with the residents of the community so that there exist a two-way information flow. A community policing philosophy is in place to foster a proactive, decentralized approach designed to reduce crime, disorder and the fear of crime.



## DUTIES OF A POLICE OFFICER:

Patrolling assigned areas of the city in an automobile, motorcycle, bicycle or on foot. Responsible for the prevention and detection of criminal activity, the preservation of public order and the promotion of public safety awareness. This is accomplished through the handling of dispatched call for service or on-view activity.

## DUTIES INCLUDE:

- 🛡️ Conducting preliminary investigations.
- 🛡️ Preparing accurate and complete reports.
- 🛡️ Accident Investigation.
- 🛡️ Collecting evidence.
- 🛡️ Testifying in court.
- 🛡️ Rendering and summoning medical aid.
- 🛡️ Directing traffic.
- 🛡️ Restraining violent and or intoxicated persons.
- 🛡️ Apprehending law violators.
- 🛡️ Ability to safely handle firearms.
- 🛡️ Ability to safely drive an emergency vehicle in all types of weather and traffic conditions.
- 🛡️ Issuing summonses when appropriate.
- 🛡️ Engaging in crime prevention and reduction measures.
- 🛡️ Using physical force (including deadly force) to the extent necessary to preserve peace, protect life, affect an arrest or prevent an escape.

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# APD Information



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 3<sup>rd</sup> largest city in the State Of Colorado encompassing 147 square miles with a population of 345,803 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)
- Direct Action Response Team (DART)
- 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 & Firearms Instructor
- DARE Instructor
- Recruiter
- Honor Guard Member
- Public Information Officer
- Foot Patrol & Bike Patrol Officer
- Gang Intervention Officer
- Homicide Detective
- Sex Crimes Detective
- Persons Crimes Detective
- Property Crimes Detective
- Economic Crimes Detective
- Hostage Negotiator
- Supervisory & Command Officer
- Field Training Officer



# Minimum Qualifications for in state Applicants

**At the time of application, applicants for lateral-entry appointment in the Civil Service system 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.*
  - ☉ *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.*
- ☉ Cumulative related service in Colorado must include two years of service as a full-time commissioned uniform patrol officer as described below not to include the training academy and field training (FTO). OR one year of service as a full-time commissioned uniform patrol officer as described below not to include the training academy and FTO: and one year of service in a specialized enforcement assignment (I.E. Gangs Unit, Vice & Narcotics Unit, Traffic Unit, School Resource Officer, etc.) to total at least two years of service
- ☉ 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.

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Additionally, part time, Military, Detention, Reserve Police Officer, University/Campus police, Park Ranger/Park police, Capital police, Court security, Special District police, Railroad police, and Federal Law Enforcement personnel will NOT be considered as previous related experience.

# Minimum Qualifications for out of State Applicants

**At the time of application, applicants for lateral-entry appointment in the Civil Service system 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:***

- If outside the state of Colorado, employment with a Full Service law enforcement agency within a city or metropolitan area as defined below:
- Service in a city of at least 75,000 population as defined by the U.S. Office of Management and Budget; OR
- Service in a city that is part of a Metropolitan Area with at least 150,000 population as defined by the U.S. Office of Management and Budget; AND
- Cumulative related service in Colorado must include two years of service as a full-time commissioned uniform patrol officer as described below not to include the training academy and field training (FTO). OR one year of service as a full-time commissioned uniform patrol officer as described below not to include the training academy and FTO: and one year of service in a specialized enforcement assignment (I.E. Gangs Unit, Vice & Narcotics Unit, Traffic Unit, School Resource Officer, etc.) to total at least two years of service; AND validated evidence of successful completion of a related training academy certified by the appropriate state, federal or local regulatory or oversight agency.
  - *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.*
  - *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.*

Additionally, part time, Military, Detention, Reserve Police Officer, University/Campus police, Park Ranger/Park police, Capital police, Court security, Special District police, Railroad police, and Federal Law Enforcement personnel will NOT be considered as previous related experience.



Duty Honor Integrity



# Salary

**SALARIES:** 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, \$58,253
  - After completion of training: Grade II, \$64,901
- 5 years or more of service: Grade II, \$64,901
  - After completion of training: Grade I, \$71,714

## Bachelor Degree or Higher:

- 3 to 5 years of service: Grade II, \$64,901
  - After completion of training: Grade I, \$71,714
- 5 years or more of service: Grade I, \$71,714
  - After completion of training: Grade IB, \$72,790

*Completion of training includes successful completion of the training academy and field training evaluation program.*

**2016 CIVIL SERVICE EMPLOYEES/POLICE SALARY CHART**

	2016 BASE	B	C	D	E	F	G	H
PATROL OFFICER, IV Grade 801	52,403 4,367 25.1935							
PATROL OFFICER, III Grade 802	58,253 4,854 28.0061							
PATROL OFFICER, II Grade 803	64,901 5,408 31.2025							
PATROL OFFICER, I Grade 804	71,714 5,976 34.4781	72,790 6,066 34.9953	73,882 6,157 35.5202	74,990 6,249 36.0530	76,115 6,343 36.5938	77,257 6,438 37.1427	78,416 6,535 37.6998	79,592 6,633 38.2653



# Salary Positions

	A	B	C	D	E	F	G	H
PATROL OFFICER, IV	\$52,403							
Grade 801	\$4,367							
	\$25.1935							
PATROL OFFICER, III	\$58,253							
Grade 802	\$4,854							
	\$28.0061							
PATROL OFFICER, II	\$64,901							
Grade 803	\$5,408							
	\$31.2025							
PATROL OFFICER, I	\$71,714	\$72,790	\$73,882	\$74,990	\$76,115	\$77,257	\$78,416	\$79,592
Grade 804	\$5,976	6,066	6,157	6,249	6,343	6,438	6,535	6,633
	\$34.4781	34.9953	35.5202	36.0530	36.5938	37.1427	37.6998	38.2653
PATROL OFFICER	\$76,734	\$77,885	\$79,054	\$80,240	\$81,443	\$82,665	\$83,905	\$85,163
SPECIALIST	\$6,395	6,490	6,588	6,687	6,787	6,889	6,992	7,097
	\$36.8916	37.4449	38.0066	38.5767	39.1554	39.7427	40.3388	40.9439
POLICE AGENT		\$80,351	\$81,557	\$82,780	\$84,022	\$85,282	\$86,561	\$87,860
Grade 805		6,696	6,796	6,898	7,002	7,107	7,213	7,322
		38.6304	39.2099	39.7980	40.3950	41.0009	41.6159	42.2402
POLICE SERGEANT			\$88,771	\$90,103	\$91,455	\$92,826	\$94,219	\$95,632
Grade 806			7,398	7,509	7,621	7,736	7,852	7,969
			42.6786	43.3187	43.9685	44.6281	45.2975	45.9769
POLICE SERGEANT			\$94,985	\$96,410	\$97,856	\$99,324	\$100,814	\$102,326
SPECIALIST			7,915	8,034	8,155	8,277	8,401	8,527
			45.6661	46.3511	47.0463	47.7520	48.4683	49.1953
POLICE LIEUTENANT				\$103,783	\$105,339	\$106,920	\$108,523	\$110,151
Grade 807				8,649	8,778	8,910	9,044	9,179
				49.8956	50.6440	51.4036	52.1747	52.9573
POLICE CAPTAIN				\$114,218	\$115,931	\$117,670	\$119,435	\$121,227
Grade 808				9,518	9,661	9,806	9,953	10,102
				54.9124	55.7361	56.5721	57.4207	58.2820

# Benefits

**UNIFORMS:** Uniforms are furnished by the department at no cost. You supply the duty weapon, which must meet department standards. 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 200 hours annually.
- 🕒 Paid holidays: 11 days annually.
- 🕒 Personal leave: 20 hours annually.

**SICK LEAVE:** 120 Hours annually.

**HEALTH INSURANCE:** Effective January 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 January 1, 2015, the city will 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. Supplemental 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.

*More information on our retirement plan contact Rick Rodgers the City of Aurora Police Money Purchase Plan at (303) 221-5900 or e-mail [rickr@insightebc.com](mailto:rickr@insightebc.com).*

**DEFERRED COMPENSATION:** Officers may tax defer a certain dollar amount of salary annually.

**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 and request a employee benefits guide or call the Human Resources Department at (303) 739-7225.*

# Lateral Testing Process



Once you have submitted your on-line application the following will take place:

1. Your application is reviewed by the Civil Service Commission to ensure that that you meet the minimum qualifications established by the Commission. (see minimum qualifications).
2. 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).
3. 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)
4. Once the Background Investigations Unit receives your PHS it is then reviewed by the Recruiting and Background Section Command Staff.
5. 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.
6. 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.
7. 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)
8. 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.
9. 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.

*Duty, Honor, Integrity*



# 2016 Lateral Testing Dates

## APPLICATION DEADLINE:

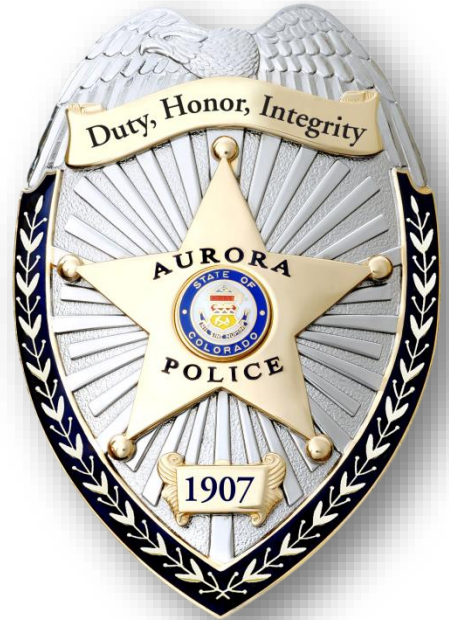
Applications accepted from May 1<sup>st</sup>, 2015  
thru September 4<sup>th</sup>, 2015

## LATERAL TESTING WEEK:

December 4<sup>th</sup> thru December 11<sup>th</sup>, 2015

## ACADEMY CLASS 2016-1L START DATE:

February 22<sup>nd</sup>, 2016



**\* Dates Subject to Change \***

Applicants will be notified when changes occur

# Physical Fitness Standards



## Phase 1:

**Chain Link Fence Climb (no time limit):** The test monitor will instruct the participant to climb over a 6-foot chain link fence in a slow and deliberate manner.

## Phase 2:

**Patrol Car:** The participant will sit in the driver's seat of a patrol car with the doors closed and will await further instructions.

**Physical Description:** A test monitor will give the participant verbal instructions to pursue a fictitious fleeing felony suspect. The test monitor will tell the participant to "GO" and the following physical tasks must be completed:

**Run:** 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.

**Crawl Under Table:** The participant will encounter a standard size office table. The participant must crawl under this.

**Window Climb:** 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.

**Stair Climb:** Next the participant must run to and climb a set of stairs. **Suspect Identification:** After climbing the stairs, the participant must identify the proper suspect from four targets, each numbered and dressed differently.

**Suspect Move:** The participant will then move a dummy weighing approximately 150 pounds from a chair totally across a designated line 5 feet away where upon timing will stop.

### Criteria for Pass the Exam:

1. Participant must climb the chain-link fence without assistance.
2. Participant must complete all of the time events in 60 seconds or under.
3. Participants must complete all events in the specified amount of time in the required sequence.
4. Participants must correctly identify the suspect.

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Xtreme



# Academy Expectations



## ATTENDANCE:

- ☛ The lateral academy duration is 14 weeks with a 7 week field training period.
- ☛ Class hours are generally from 07:00 AM to 04:00 PM, Monday through Friday except for special assignments and training required at night.
- ☛ Absences without leave will be grounds for dismissal.

## STANDARDS & TRAINING:

- ☛ You will participate in fairly rigorous physical activity.
- ☛ Fitness is a significant part of the overall structure of the academy.
- ☛ Must obtain a universal Cooper fitness standard at the 50<sup>th</sup> percentile upon completion of the academy.
- ☛ Maintain 70% or better on all tests.
- ☛ Maintain a 70% or better on all skills tests (i.e.: driving, self-defense/arrest control, firearms).
- ☛ Must pass the Colorado Peace Officers Standards and Training (P.O.S.T) standards and exams.



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# Grounds For Disqualification



## Duty, Honor, Integrity

### **Applicants shall be disqualified for the following reasons. There will be no appeal.**

1. Failure to meet any of the minimum qualifications, including previous related experience.
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 which 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 any crime or ordinance violation, which would bar the applicant from possessing a firearm or ammunition under Federal or Colorado law.
6. Conviction of, or deferred judgment for, or combination of:
  1. 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.
  2. Four or more violations while operating a motor vehicle in the last three years; or three violations in the last year.
  3. Any reckless driving violation within the last three years; or two or more violations within the last seven years.
  4. **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.**
7. Suspension or revocation of driver's license in the last two years; or two or more suspensions or revocations in the last five years.
8. Illegal possession, including illegal use or experimentation, of marijuana ever during their commissioned/certified public safety career.
9. Illegal possession, including illegal use or experimentation, of any controlled substance, other than marijuana, to include prescribed drugs, narcotics, steroids, etc., ever during their commissioned/certified public safety career.
10. Illegal sale or illegal distribution of any controlled substances or drugs, including steroids, ever during their commissioned/certified public safety career.
11. Discharged from any branch of military service under other than honorable conditions.
12. Failure to supply required documents by the deadline established by the Police Department
13. Failure to successfully complete any portion of the Police Departments required examinations.
14. Violation of any Police Department rule, regulation, policy or directive.
15. 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.
16. Unable to qualify for state certification, if necessary.

***The following factors may be grounds for disqualification. In making its decision, the Police Department may consider mitigating factors including, but not limited to: conduct or offense, the age of applicant, time elapsed since incident, and likelihood of rehabilitation, etc.***

1. Conviction of, or deferred judgment for, a misdemeanor crime under Federal/State law, or of 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.
2. Termination from any law enforcement agency or any fire department.
3. Voluntary separation from law enforcement or fire employment to prevent, or in lieu of, possible disciplinary action or termination.
4. Failure to appear at the scheduled date and time for any appointment or examination.
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.

# City of Aurora, Colorado



With 345,803 residents, Aurora is the 8<sup>th</sup> safest city of its size in the country. Located adjacent to the state capital of Denver, the city is the third largest in Colorado and the 58<sup>th</sup> largest in the United States.

- Spacious Parks
- Exceptional Streets
- Excellent Hospitals / Health Care
- Children's Hospital
- University of Colorado Health Sciences Campus
- Tree City USA Award Recipient
- USCM City Livability Award
- Ford Foundation grant Winner
- Placed 9<sup>th</sup> in "50 Fabulous Places to Raise Your Family"
- 2008 All-America City®
- Parks and Recreation Gold Medal Winner
- Family Recreation Programs
- One of the Top 25 Fire Departments
- City-Wide Recycling Program Pioneer
- Easy Access to the Denver International Airport
- Exceptional Library System
- Community Arts Program
- Extensive Bicycle Trail System
- Five Municipal Golf Courses
- Senior Center
- Two Recreational Reservoirs
- Customer Oriented Police Programs
- D.A.R.E. Program
- Neighborhood Watch Program
- Aurora Youth Initiative
- Teen Court Program
- Economic Development Office
- Small Business Office
- Industry Recognized Local Cable Channel
- Unsurpassed City Service Delivery
- True Neighborhood Atmosphere and Citizen Involvement



Aurora, Colorado

[www.auroragov.org](http://www.auroragov.org)



# *Our Mission*

## To make Aurora safer everyday.



## *Duty, Honor, Integrity*

