

ENTRY LEVEL POLICE OFFICER APPLICATION INSTRUCTIONS

This cover letter contains instructions and information regarding the application and hiring procedures for the position of Entry Level Police Officer. **Please keep this cover letter for your reference.** The City of Fort Collins Police Services will be establishing an eligibility list for the position of Entry Level Police Officer with the expectation that any applicant hired will either have already graduated from, or will immediately be placed in and expected to graduate from a Basic Peace Officer Academy, and must satisfactorily complete the City of Fort Collins Police Services Field Training Program.

Please read this instruction sheet carefully prior to filling out and submitting the on-line application packet and Personal History Statement. Print and keep these instructions for your reference as **any omission or error** on your part in the on-line application and Personal History Statement **may be grounds for dismissal** from the selection process or from employment. **We cannot emphasize enough the importance of applicants being thoroughly candid and completely honest on every document submitted and throughout the process.**

APPLICATION PROCESS:

This is an ongoing application acceptance process. Please complete **all** information in the on-line application. Applicants may apply only once in any six month period. All communications with the Fort Collins Police Services and applicants are conducted via e-mail. Please ensure you check your e-mail messages regularly. **Applications may be rejected for incomplete information.**

EXPENSES:

Applicants selected to test do so at their own expense. The City of Fort Collins will not assume responsibility for the cost of travel expenses. Additionally, the City will not assume responsibility if an applicant chooses to make travel arrangements prior to a determination that he/she is eligible to test.

Out of state applicants will need to make two visits to Fort Collins to complete the entire hiring process. The second visit is by invitation only for those applicants invited to participate in a "final interview".

INITIAL SCREENING/NOTIFICATION PROCESS:

Applications are screened to ensure applicants meet the minimum hiring standards and qualifications to take the written test. All applicants who pass the application screening process will receive via e-mail a list of testing dates to select from. Applicants are expected to attend the testing date they select.

OUT OF STATE / AREA APPLICANTS:

In order to accommodate travel considerations, out-of-state applicants will be given the opportunity to take the written test on the date they select. The oral board interview, initial background interview and Computer Voice Stress Analysis will then be conducted within the next two days for those applicants successful in passing the written exam.

WRITTEN TEST:

The written test will be held at the Fort Collins Police Services' Headquarters Building, 2221 S. Timberline Road on the date and time selected by the applicant from the list provided via email upon application acceptance. The test should take approximately 2 hours to complete.

Applicants must bring photo identification (preferably driver's license) and the testing fee to the test site. Applicants without identification, payment or waiver will not be allowed

to take the test. The written test may be taken only once in any six month period with a maximum of three attempts.

There will be a \$20 (cash, check or money order) testing fee assessed for all applicants selected to take the written test. The fee may be waived in cases of financial hardship. **Waivers may be granted on a case-by-case basis.** Unless a waiver is requested, the \$20 (cash, check or money order) testing fee must be submitted at the time of the written test. Checks or money orders should be made payable to "Fort Collins Police Services".

TOTAL HIRING PROCESS:

The entire hiring process will include the steps listed below. All candidates will be notified following completion of each step in the process about whether they have been selected to continue in the process. **Please do not call us to determine your status. You will be contacted as soon as information is available.**

- On-Line Applications received and screened.
- Written exam: Designed for entry level police officer positions.
- Oral Board Interview: Panel interview with line supervisors and officers.
- Pre-CVSA Interview: Review background and hiring standards qualifications.
- Computer Voice Stress Analysis (CVSA): Performed by a certified CVSA examiner.
- Background Check: In-depth background investigation.
- Physical Agility Test: Measure a candidate's ability to perform job related physical activities.
- Final Staff Interview: Final panel interview with the Professional Standards Unit Staff.
- Eligibility List: An eligibility list may be established to be used for all police officer hiring for a specified time period up to one calendar year.
- Conditional Job Offer: Pre-final offer physical and hearing tests, drug screen, and psychological exam.
- Final Job Offer: Written notification of acceptance and employment start date.

COMMUNICATIONS:

All communications for this process will be conducted by e-mail, unless time constraints dictate otherwise. Those applicants without an e-mail address will be notified either by phone or mail.

E-MAIL REJECTION:

If you have tried to send an e-mail and it was rejected, your e-mail may have been blocked by the anti-spam filters. If this is the case, please go to www.fcgov.com/antispam and fill in the information requested. It will be submitted to the City's IT department. They will contact you and make the necessary modifications to the City's anti-spam filters so that your e-mail will flow through.

Fort Collins Police Services will not be allowing ride-alongs to individuals involved in the application process from the time an application is submitted until after the hiring process has been completed.

POSITION ANNOUNCEMENT

Position Title: Police Officer
Requisition #: 8159
Status: To establish eligibility list to be used for hiring entry level police officers.
Department: Police Services
2008 Salary Range: \$4,212 – \$5,722 monthly. Salaries paid bi-weekly.
Closing Date: Ongoing Process
Selection Process: Application review, written test, physical agility evaluation, oral boards, personal history investigation, computer voice stress analysis and pre-employment psychological exam, medical and drug screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Affect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and approved weapons in self-defense; process and transport people taken into custody or detained.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Exercise independent judgment in determining when and to what extent force may be used, and when there is reasonable suspicion to detain or probable cause to search and arrest.
- Safely operate a law enforcement vehicle both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and on unsafe road conditions.
- Communicate effectively with dispatchers and other police personnel utilizing in-vehicle Mobile Data Terminal, laptop computer, and radio.
- Gather appropriate information from victims, suspects, witnesses, and confidential informants.
- Properly handle and use weapons and/or firearms from a variety of body positions, under conditions of stress that justify the use of deadly force, and perform at levels of proficiency prescribed in certification standards.
- Perform searches, which may involve walking for long periods, and stopping and detaining suspicious vehicles and persons.
- Engage in patrol functions that include rotating shifts, foot patrol, and physical security checks of buildings.
- Effectively communicate with people in order to inform and direct, mediate disputes, and advise individuals of legal rights.
- Effectively communicate with people in court and other formal settings, including public speaking engagements.
- Detect and collect evidence and substances related to criminal offenses, often in dangerous conditions.
- Perform rescue functions at accidents, emergencies, and disasters that may involve physically moving people away from dangerous situations, or evacuating people from particular areas.
- Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Interact cooperatively with co-workers and members of the community.
- Report to work on time and maintain an acceptable attendance record.

The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position

KNOWLEDGE, SKILLS AND ABILITIES:

- Interest in and aptitude for police work
- Ability to understand and apply criminal and civil laws, and department policies and procedures.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to act with tact and impartiality.
- Ability to make completed and appropriate decisions in what can be a highly stressful environment.
- Ability to be detail oriented and to exercise a high degree of independent judgment.
- Ability to effectively deal with and resolve emergency and high stress situations involving other persons while maintaining emotional stability, self-control, control of the situation and flexibility.
- Ability to perceive and discern community issues or individuals problems, collect data quickly and accurately, draw valid conclusions, and develop modern and data based approaches to situations.
- Ability to wear equipment belt weighing approximately 15-20 lbs. for continuous periods of 8-10 hours.
- Ability to operate in-vehicle mobile data terminals, other computers, and radios sufficiently to communicate effectively with Dispatch and other Police personnel.
- Ability to wear a uniform.

MINIMUM QUALIFICATIONS:

EDUCATION: Must have a minimum of 60 semester or 90 quarter hours from an accredited college or university and a minimum 2.0 cumulative GPA by written test date. Transcripts will be required at a later date for verification.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license at time of application, be 21 years of age and a U.S. citizen or legally eligible to work in the United States by application submission date; no felony convictions and must be or be able to become a certified police officer by the State of Colorado after being hired.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, sit, stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include 20/20 vision or correctable to 20/20 vision, peripheral vision, depth perception, normal color acuity, and ability to adjust focus. Ability to read, speak and understand the English language. Ability to wear equipment belt weighing approximately 15-20 pounds for continuous duty periods of 8 to 10 hours.

The City of Fort Collins will make reasonable accommodations for access to City services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 416-2751 for assistance.

The City of Fort Collins Police Services is currently establishing an eligibility list to be used for hiring in 2008. There is a non-refundable \$20.00 testing fee due at the time of written examination; in cases of financial hardship waivers may be granted on a case-by-case basis. Complete an on-line application packet including: City application, personal history statement, and fee payment/waiver form. Forms, instructions, and job announcement are only available on-line at www.fcgov.com/jobs. Refer to Police Officer, Requisition #8159.

**THE CITY OF FORT COLLINS IS AN EQUAL OPPORTUNITY EMPLOYER.
DRUG TEST REQUIRED.**