

Longmont Police Department

Police Recruit Application Package

Req# 07-234 Police Recruit

This package contains 29 pages
including this page.

LONGMONT POLICE DEPARTMENT

225 Kimbark Street, Longmont, Colorado 80501

Administration 303-651-8890 • Patrol 303-774-4352 • Records 303-651-8502

Detectives 303-651-8523 • General Information 303-651-8555



Dear Candidate,

Welcome to the City of Longmont and the Longmont Police Department's web site! The City of Longmont has a population of more than 84,000 and is located at the foot of the Rocky Mountains. The City of Longmont was voted one of the best places to raise a family in the West by Money Magazine in 2006. We enjoy a very high quality of life and are blessed with many fine institutions such as our school district.

In addition, the City of Longmont has recently been recognized by the National Civic League as an All American City – a prestigious honor bestowed upon a city that works collaboratively to resolve community-wide problems.

The Justice Department has recognized the Longmont Police Department as a leader in community policing. We have 193 employees of which 136 are commissioned. We recently received acclaim from the Federal Community Oriented Policing Office as one of the ten best police departments in the United States in implementing community policing. Our community has made it clear that they have a great deal of confidence in their police department, and year after year, our city council has given us the necessary resources to provide policing services to our community.

It has been said that obtaining a position at the Longmont Police Department is difficult. We have very high standards and as such, have hired only the best of applicants. If you are fortunate to be hired, you would enter into an organization that requires a great work ethic from its employees. We strongly encourage our employees to think for themselves and to work with little supervision. Our leadership style invites all of our employees to work in partnership with our supervisors in leading our department. All staff meetings are open to any employee who wishes to have a voice. The only thing we require is that any one employee's agenda be directed towards improving the police department or enhancing service to our community.

We believe that policing is a profession that requires only thoughtful women and men to perform the responsibilities we are charged with. If you believe you would like to work for a police department that requires much from its employees, has high ethical standards, provides virtually unlimited career opportunities for its employees, has a very competitive salary and benefit package, and enjoys great support from our community, please contact us.

Sincerely,

H. Michael Butler
Chief of Police

"Policing in Partnership with the People"

www.ci.longmont.co.us/Police.htm



LONGMONT POLICE DEPARTMENT

225 Kimbark Street, Longmont, Colorado 80501



Administration 303-651-8890 • Patrol 303-774-4352 • Records 303-651-8502
Detectives 303-651-8523 • General Information 303-651-8555

Dear Police Recruit Applicant:

Welcome and thank you for your interest in applying for the position of Police Officer with the City of Longmont.

Applications will be received throughout the year, but testing occurs only on scheduled cycles. Applications received by 5:00 p.m. April 27, 2007 will be considered for the Spring testing cycle. Applications received by 5:00 p.m. September 7, 2007 will be considered for the Fall testing cycle.

**City of Longmont Human Resources Department
350 Kimbark Street
Longmont, CO 80501**

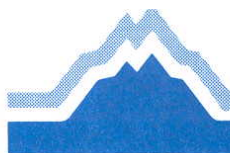
DO NOT send application packets to the Police Department.

You must meet the following minimum requirements to apply for police officer with our department:

1. Twenty-one years of age by time of application.
2. Must possess a high school diploma or equivalency certificate **AND** a minimum of an Associates Degree or 60 semester hours of completed course work at a college or university, at time of application. (See below for accreditation standards). Some educational requirements may be waived for law enforcement experience. See Supplemental Application Page 2 for specifics.
3. No felony conviction(s) or conviction(s) involving moral turpitude. (See Colorado Revised Statutes 18-5, 18-6, 18-7, and 18-8).
4. Authorized to work in the United States.
5. Valid Driver's License.

For your application to be considered further, the following information must be included in your application packet:

1. City of Longmont Application for Employment (resumes are **NOT** accepted in lieu of any portion of the application packet).
2. Police Officer Supplemental Application (including required education documents).
3. Answers to addendum questions.



PLEASE DO NOT SEND ANY AWARD/TRAINING/CERTIFICATES AT THIS TIME.

College/University Standards:

Original transcripts must be submitted by you or by colleges/universities on your behalf, as soon as possible. **NOTE:** Please make sure the educational institution, providing your transcripts, submits evidence of accreditation, if accreditation information is not printed on the transcript. (See Police Officer Supplemental Application for instructions).

College credit must be accredited by: *Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Schools and Colleges, or Western Association of Schools and Colleges*; or written verification that credits would transfer to a college or university, that is accredited by one of the six regional institutional accrediting agencies listed above.

Foreign degrees may be accepted, only if evaluated through a member of the NACES. If one of these services is used, the transcript must be a detailed report of each class taken to include the accumulated semester hours and grade point average. A list of NACES members can be viewed at www.naces.org.

At the time of application, all credit hours, contributing to the 60 hour minimum requirement, must be completed with a minimum grade point average of 2.0.

Physician Authorization and Waiver of Responsibility Forms:

These forms do **NOT** need to be included with your application packet; however, both forms **MUST** be completed/signed/notarized, as indicated, and turned in to the Longmont Police Dept. Personnel and Training office no later than 5:00 PM on May 16, 2007 for the Spring process, and no later than 5:00 p.m. on September 27, 2007 for the Fall process.

Candidates who submit incomplete packets will be eliminated. DO NOT LEAVE any blanks; use "N/A" to indicate not applicable.

For your convenience, a complete job description and a map directing you to the Safety and Justice Center are enclosed.

Information about the selection process:

Our selection process will include a review of the application packet. Eligible applicants will receive a written invitation to the written exam and agility testing. The selection process for those continuing in the process after the written exam and agility testing, will include oral board and integrity interviews, psychological testing, thorough background investigation, polygraph and psychological testing, a medical exam, and a drug screen. Applicants will be informed verbally or in writing about their status in the process, as hiring decisions occur.

Specific questions about the Longmont Police Department hiring process can be directed to:

Master Police Officer Chris Merkle (303) 651-8512

Again, thank you for your interest in our department. Good luck to you during the process.

Sincerely,

LONGMONT POLICE DEPARTMENT

MPO Chris Merkle
Training and Personnel

A City application is required for all positions.

Resumes are not accepted in lieu of an application.

Applications can either be picked up at the Human Resources Division, the Longmont Public Library or printed off of our City's Web Site. The Human Resources Division is located at 350 Kimbark Street (disabled access at north entrance), Longmont, Colorado 80501, Monday, Wednesday and Friday, from 8:00 AM to 5:00 PM, and Tuesday and Thursday, from 8:00 AM to 6:00 PM. Applications may also be picked up at the Longmont Public Library, 409 4th Avenue, Longmont, Colorado, 80501, inside the east entrance, during regular hours.

The EEOC FORM, included with the job application, will be separated from the rest of the employment application when it is received by the Human Resources Division. The information provided will have no bearing upon your consideration for employment. The information is only used to assist us in complying with Federal Equal Employment Opportunity record keeping and reporting requirements.

Application Submittal

Applications for current vacancies must be received by the Human Resources Department, 350 Kimbark Street, Longmont, Colorado 80501, or postmarked by the specified application deadline in order to be considered.

Qualifications

To be considered for a position, you must possess the minimum qualifications established for the position. As part of the selection process, examination procedures may include one or more of the following: interviews, a performance test, a polygraph and psychological examination, a background check, a drug screening or a physical examination.

Employment of Relatives

The City has no general prohibition against hiring relatives. However, our policy provides for no person to be hired, promoted, demoted or transferred to a position which would result in such person directly, or through the department chain of command, supervising or receiving supervision from a person who is related by blood or by marriage.

Notice of Application Status

Applicants are notified when a decision regarding their application has been made. Applicants invited for an interview are contacted primarily by telephone. At the end of the hiring process, all applicants are notified either by telephone or mail of the results of their application for employment.

If you have any questions regarding the application process or the status of a specific job, please contact the Human Resources Division at (303) 651-8609, or at www.ci.longmont.co.us.
City of Longmont JobLine: (303) 651-8710.

APPLICATION FOR EMPLOYMENT

Human Resources Department
Civic Center Complex
350 Kimbark Street
Longmont, CO 80501
TELEPHONE: (303) 651-8609
FAX: (303) 651-8973
JOB LINE: (303) 651-8710
WEB SITE: <http://www.ci.longmont.co.us>
TDD: (303) 651-8748 (for hearing impaired ONLY)



PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION FORM

(Español) Si tiene preguntas al llenar esta aplicación, llame a la Oficina de Recursos Humanos al (303) 651-8609.
If you have questions completing this application, contact the Human Resources Department at (303) 651-8609.

Submit a new application for each position for which you are applying. **Resumes are not accepted in lieu of an application**, but may be attached for supplemental information. **Submit the application directly to the Human Resources Department by 5:00 pm on the closing date noted on the job announcement.**

This application form is an important part of the employment process. Consideration for any position is initially based on an evaluation of the application. False, incomplete, or inaccurate information is cause for disqualification or termination. Any or all information may be verified. Please type or complete in ink as neatly and clearly as possible. Answer all questions to the best of your knowledge. You may provide as much detail as you wish by adding extra sheets of information or a resume. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, disability or other non-merit factors, except for bona fide occupational reasons. The City of Longmont is a drug-free workplace. All employment offers are subject to successful completion of substance screening.

Name _____ Social Security # _____
Last First MI

Present mailing address _____
Number & Street City State Zip

Telephone Number (Home) _____ (Business/Message) _____

E-Mail address if applicable _____

Requisition number and title of position for which you are applying: _____
Requisition number Title

1. Have you ever been convicted of any violation of law (except for minor traffic violations not involving alcohol)? For the purpose of this question, "convicted" means: convicted by a judge or jury, forfeited any bail, bond, or other security deposited to secure appearance of a person charged with a felony or misdemeanor, paid a fine, entered a plea of nolo contendere, or received a deferred or suspended sentence by a court. Note: a "yes" answer does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will also be considered. Yes No If yes, please explain _____

2. If hired, can you provide proof of your eligibility to legally work in the United States prior to beginning work? Yes No

3. Are you under the age of 18? Yes No If yes, list date of birth _____

EDUCATION - SKILLS - ABILITIES

TYPE OF SCHOOL	NAME, CITY & STATE	YEARS ATTENDED From/To	CIRCLE HIGHEST YEAR COMPLETED	DIPLOMA, GED OR DEGREE	LIST DEGREE and/or AREA OF CONCENTRATION
High School			9 10	Yes No	
			11 12		
College (Undergrad)		To	1 2	Yes No	
			3 4		
		To	1 2	Yes No	
			3 4		
College (Grad)		To	1 2	Yes No	
			3 4		
Trade School		To	1 2	Yes No	
			3 4		

Apprenticeships, correspondence courses and additional training not shown above:

Military Service: Branch of service _____ Dates of service _____

LICENSES AND CERTIFICATIONS:

Valid driver's license? Yes No State _____ License # _____ Expiration Date _____ Class _____

Have you had your driver's license suspended or revoked in the last five years? If so, please explain _____

Other licenses or certifications (if relevant to job): Profession/Trade _____

Level _____ Issued by _____ Expiration date _____

SPECIAL SKILLS

Please check any of the following skills you possess

Office Skills: Computer

List systems, software & knowledge level

Typing/keyboarding Speed _____ WPM 10-key by touch Transcription Other _____

Bilingual Skills: Verbal _____ Written _____

OTHER KNOWLEDGE SKILLS AND ABILITIES RELEVANT TO POSITION FOR WHICH YOU ARE APPLYING:

WORK HISTORY

EMPLOYMENT RECORD. List below your complete work history starting with your present position and working backwards through your experience. Include military service and, if you wish, volunteer work. **This section must be filled in completely, even if a resume is attached.** Attach additional sheets if necessary and a resume if you desire.

(1) Present or last employer _____ From _____ Mo _____ Yr _____ To _____ Mo _____ Yr _____
Address _____ City _____ State _____ Zip _____
Type of Business _____ Telephone () _____ Supervisor _____
Starting Position Title _____ Last Position Title _____ Last Salary _____
Description of duties _____

Reason for leaving or Seeking other employment _____

(2) Previous employer _____ From _____ Mo _____ Yr _____ To _____ Mo _____ Yr _____
Address _____ City _____ State _____ Zip _____
Type of Business _____ Telephone () _____ Supervisor _____
Starting Position Title _____ Last Position Title _____ Last Salary _____
Description of duties _____

Reason for leaving _____

(3) Previous employer _____ From _____ Mo _____ Yr _____ To _____ Mo _____ Yr _____
Address _____ City _____ State _____ Zip _____
Type of Business _____ Telephone () _____ Supervisor _____
Starting Position Title _____ Last Position Title _____ Last Salary _____
Description of duties _____

Reason for leaving _____

(4) Previous employer _____ From _____ Mo _____ Yr _____ To _____ Mo _____ Yr _____
Address _____ City _____ State _____ Zip _____
Type of Business _____ Telephone () _____ Supervisor _____
Starting Position Title _____ Last Position Title _____ Last Salary _____
Description of duties _____

Reason for leaving _____

(5) Previous employer _____ From _____ Mo _____ Yr _____ To _____ Mo _____ Yr _____
 Address _____ City _____ State _____ Zip _____
 Type of Business _____ Telephone () _____ Supervisor _____
 Starting Position Title _____ Last Position Title _____ Last Salary _____
 Description of duties _____

 Reason for leaving _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO COMPLETE WORK HISTORY.

May we contact your present employer about your work? Yes No
 May we contact your previous employer(s) about your work? Yes No
 List any other name under which you have been employed _____

Federal law requires that all persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I have read and understand the complete application and I certify that, to the best of my knowledge, the statements made in my application and any attachments are true and complete. I understand that if employed, false statements or omissions in the application could be considered sufficient cause for dismissal. I am aware that the City of Longmont has a payroll direct deposit requirement for employment. If employed, I can supply the correct documentation for direct deposit.

Signature _____ Date _____

Where did you learn of this position?

___ City of Longmont Human Resources	___ Longmont Times Call
___ Other City of Longmont Dept. Please specify _____	___ Denver Post
___ Other Governmental Agency Please specify _____	___ Boulder Camera
___ Cable TV	___ Professional Journal
___ Job Line	___ Internet (Web Site) Please specify _____
___ Friend/Relative *	___ Other Please specify _____

*The City of Longmont has a nepotism policy which prohibits employment of a person in a position which would result in such a person directly, or through the departmental chain of command, supervising or receiving supervision from a relative by blood or by marriage.

EEO INFORMATION FORM

This page will be separated from the rest of the employment application when it is received by the Human Resources Department. **The information provided will have no bearing upon your consideration for employment.** The information is **only** used to assist us in complying with Federal Equal Employment Opportunity record keeping and reporting requirements. The City of Longmont considers applicants for all positions without regard to race, color, religion, sex, national origin, age, disability or any other legally protected status. We are an Equal Opportunity Employer.

Position Applied for _____ Req # _____

Name _____ SS# _____

Address _____

—

Date of Birth _____ Sex - Male ____ or Female ____

Race or ethnic identity: Optional Information

White _____ **Hispanic** _____ **Asian/Pacific Islander** _____

American Indian/Alaskan Native _____ **Black** _____

CITY OF LONGMONT

Police Officer Supplemental Application

All questions must be answered completely. Omitted answers will be grounds for rejection. You may use an additional sheet if necessary. If something is not applicable, mark *N/A*, leave no blanks.

Name: _____

Address: _____

Street

City

State

Zip Code

P.O. Box not accepted

MOTOR VEHICLE OPERATION

Name as it appears on driver's license: _____ Date of Birth: _____

Driver's License number: _____ State: _____ Expires: _____

Please list all other states in which you have been licensed to operate a motor vehicle:

State

Year(s) Issued
(i.e.: 2001)

Name Under Which License was Granted

<u>State</u>	<u>Year(s) Issued</u> (i.e.: 2001)	<u>Name Under Which License was Granted</u>

Please list all traffic citations (excluding parking violations) you have received within the last five years.

Nature of Violation

City & State Location

Approximate Date

Amount of Action Taken On License

<u>Nature of Violation</u>	<u>City & State Location</u>	<u>Approximate Date</u>	<u>Amount of Action Taken On License</u>

Has your license **EVER** been suspended, revoked, or placed on negligent operator's probation?

Yes____ No____

If yes, date(s) of suspension:_____

If yes, date(s) when restored:_____

CONVICTION RECORD (be specific)

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been convicted of a misdemeanor? Yes _____ No _____

If yes, attach sheets and give complete details of each offense, investigating law enforcement agency, disposition, dates, and locations.

EDUCATION RECORD

1. Indicate which educational requirement applies to you:

_____ A. Associates Degree or higher from an accredited college/university.
(Must submit transcript, see #2 below.)

or

_____ B. Minimum 60 semester hours from an accredited college/university.
(Must submit transcript, see #2 below.)

or

_____ C . Sworn/civilian, full-time/paid, street level police experience may be substituted for education requirements.

_____ D. Full-time, paid, civilian corrections officer in a county jail or Federal or State prison, with Colorado POST certification.

If you selected C or D, you must also mark one of the choices below:

_____ Two years of sworn police officer experience, or corrections experience as described in C and D. above.
List start date _____(month, day, year must be included).
List date of service in Patrol/Investigations/Corrections _____(month, day, year must be included).
Must submit proof of college as stated above for 30 semester hours.

_____ Three years of sworn police officer experience, or corrections experience as described in C and D. above.
List start date _____(month, day, year must be included).
List date of service in Patrol/Investigations/Corrections _____(month, day, year must be included).
Must submit proof of college as stated above for 15 semester hours.

_____ Four years of sworn police officer experience, or corrections experience as described in C and D. above.
List start date _____(month, day, year must be included).
List date of service in Patrol/Investigations/Corrections _____(month, day, year must be included).

2. Are colleges/universities sending ORIGINAL TRANSCRIPTS ON YOUR BEHALF?

Yes _____ The following colleges, universities, or accrediting service will send ORIGINAL TRANSCRIPTS to Master Police Officer Merkle on my behalf:

Colleges/universities should send your **ORIGINAL** transcripts to: **(Do not send to Human Resources.)**

**Longmont Police Department
c/o Officer Chris Merkle
225 Kimbark Street
Longmont, CO 80501**

No _____ Originals **(including verification of accreditation)** are being submitted by me with application packet.

CERTIFIABILITY

I hold current Colorado P.O.S.T. certification.
(Peace Officer Standards & Training)

No _____ **Yes** _____ **Certification #:** _____

Please submit photocopy of P.O.S.T. Certificate

I currently hold certification in another state.
(Peace officer certification in your state)

No _____ **Yes** _____ **Certification #:** _____

Please submit photocopy of P.O.S.T. Certificate

I am currently enrolled in a P.O.S.T.
approved academy.

No _____ **Yes** _____ **Name of Academy:** _____

Expected graduation date: _____

ADDENDUM QUESTIONS

For the following four questions, please provide your responses in either typed or legible handwriting on separate sheets of paper. Answer the questions accurately and thoroughly enough, so that a review panel will be able to fairly assess your qualifications. Your answer to these questions will be a critical part of whether you continue in the selection process. By evaluating your responses, the police department is looking for those individuals who best fit the profile of the type of officer we will be hiring.

1. What is your definition of Community Policing?
2. What part does accountability play in your role as a police officer?
3. What have you done to prepare for the job of a police officer?
4. Describe the roles of "Spirit of Adventure" and "Spirit of Service" in your view of modern policing?

I hereby certify that all statements made in the "***Police Officer Supplemental Application***" are ***true and complete***, that I have written the answers to the addendum questions, and that any misstatements of material facts will subject me to ***disqualification or dismissal from the process***.

Signature of Applicant

Date

Please plan to have the following documents on hand to complete the background packet, if you continue to that stage of the process.

- **Birth Certificate**
- **High School Diploma, GED certificate**
- **DD214 Form (if applicable)**
- **Copy of your driver's license**
- **Training and seminar certificates**

LONGMONT POLICE DEPARTMENT

225 Kimbark Street, Longmont, Colorado 80501

Administration 303-651-8890 • Patrol 303-774-4352 • Records 303-651-8502
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WAIVER OF RESPONSIBILITY PHYSICAL ABILITY TEST

Applicant Name: (Please Print)

Last

First

MI

Acknowledgement

I have received notice and I am fully aware of the strenuous tasks required for the successful completion of this test (as specified in the information packet). I understand that this test is intended for individuals in good physical health. I am in good physical health and suffer from no physical or mental condition which makes me susceptible to injury by participating in any portion of the physical fitness test.

Waiver of Release

For and in consideration of the privilege granted the undersigned, by the City of Longmont, in taking a physical agility test for the position of police officer:

I, the undersigned, hereby waive any claim for any injury which I may either directly or indirectly sustain as a result of my participation in any part of such physical agility examination and hereby agree, for the privilege extended to me in being permitted to participate in such physical agility test, to hold the City of Longmont, its employees and/or officers, and members of the examining group, free from any liability of any kind or any nature, for any injury or damage which I may either directly or indirectly sustain through my participation in this test.

This agreement shall be binding upon the undersigned, his/her heirs and assigns. *This form is due to the Longmont Police Department before candidate will be allowed to participate in physical agility testing.*

Applicant Signature

Date

Subscribed and sworn to before me this _____ day of _____, 2007.

Notary Public

My Commission Expires

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www.ci.longmont.co.us/Police.htm

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PHYSICIAN'S AUTHORIZATION FOR THE PHYSICAL ABILITY TEST

The ability test was designed to measure a person's ability to perform many of the physical tasks a police officer in the city of Longmont may have to do in the performance of his/her job. The test will remain the same, but location may change depending on the circumstances at the time of administration.

- ◆ Prior to the start of the test, applicants will wait in an area adjacent to the testing area and be briefed on the test.

The physical ability test consists of two parts. Part one consists of 7 tasks and the participant is judged on his/her ability to complete each task and on the amount of time it takes to complete all seven tasks. Passing time is 2 minutes and 40 seconds or less. The 7 tasks are arranged on a course approximately 960 feet in length. Below is a description of the course:

- Job Task 1: The participant will run 300 feet and then climb a 6 foot wall, followed by a 15 second recovery time. If unable to climb over the wall, the participant can obtain an aid located adjacent to the wall to assist him/her in getting over the wall. After the 15-second recovery time, the participant will run approximately 150 feet to job task 2.
- Job Task 2: The participant will find an 18" square pipe structure. The participant must get through the low opening and then run approximately 90 feet to job task 3.
- Job Task 3: The participant will find a cone pattern in which they will change direction quickly around the cones and then run approximately 45 feet to job task 4.
- Job Task 4: The participant will find a double horizontal pipe structure three feet high, three feet wide, with a pipe 18 inches under the top pipe. The participant will crawl or step between the top and second pipe and then run approximately 25 feet to job task 5.

"Policing in Partnership with the People"

www.ci.longmont.co.us/Police.htm



Job Task 5: The participant will find a pipe structure approximately 40 inches high and 4 feet square. The participant must jump, vault, or climb into the structure, touch the ground with both feet, and jump, vault, or climb back out and then run approximately 116 feet to job task 6.

Job Task 6: The participant will enter the east doorway of the Safety and Justice Center and run up and down four flights of stairs (approximately 96 total steps). When running up and down the stairs, the participant will take no more than two stairs at a time.

Job Task 7: The participant will exit the building and pull (drag) approximately 200 lbs. 15 feet using an "arm curl" grip.

Part two of the ability test consists of a trunk, waist and hip exercise. This exercise will be conducted on a cross-over machine, against a resistance of approximately 40 lbs. The exercise will involve moving from a standing position, rotating, dropping to one knee and holding the position for 3 seconds. The exercise is designed to determine if you can use those muscles that might be used in a take down type maneuver. This will be done from the right and left sides. This exercise is not timed and is pass/fail, based on the ability to complete the maneuver.

Participation in the Longmont Police Department physical ability test requires authorization from the applicant's physician. The physician must determine if the applicant can safely participate in this entire process and sign this waiver.

Physician's Signature and License Number

Date

(Note to physician: This is a 2 page document. Please make sure you've read both pages before signing this form.)

Physician's Complete Address

Applicant's Signature

Date

Applicant's Legibly Printed Name

Req #07-234 Police Recruit OPEN UNTIL FILLED



HUMAN RESOURCES DIVISION

350 Kimbark Street
Longmont, CO 80501
303-651-8609
FAX 303-651-8973

JOB ANNOUNCEMENT

**POSITION: 07-234 POLICE RECRUIT
PATROL DIVISION
POLICE DEPARTMENT**

**Recruit Starting Pay \$47,832
Lateral Pay \$52,836-\$62,904 DOQ
Regular Full Time - SHIFT WORK REQUIRED**

PRINCIPAL DUTIES: Police personnel work with community members to analyze crime and other problems and attend/participate in community meetings to create an environment in which community members are motivated to assist in the implementation of problem solving strategies. New police recruits will be assigned to the Patrol Services Division which provides around-the-clock patrols to deter and detect crime, enforce traffic laws, and conduct investigations of crime and traffic incidents. Hours and days off will vary depending on shift assignment.

APPLICANTS MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS:

1. At least 21 years old at time of application.
2. High school diploma/GED and a minimum of 60 semester hours college-level credit at an accredited institution is required for those with no previous police officer experience.
3. No felony conviction(s) or conviction(s) involving moral turpitude (see CRS 18-5, 18-6, 18-7, 18-8).
4. Physical ability to perform essential job functions.
5. Possession of a valid driver's license and satisfactory driving record.
6. Authorized to work in the United States.

Spanish/English bilingual skills are desirable. Supplemental pay of \$25-\$100/mo is available for non-probationary employees with bilingual skills demonstrated through testing. Colorado POST certification is desirable.

Education requirements may be waived for individuals who have qualifying experience credits as follows:

- Sworn Patrol or Investigative experience OR
- Colorado POST certified full-time paid civilian corrections officer experience in a County Jail, Federal Prison or State Prison
- Experience credits are given only for full years of experience and only for individuals not out of the policing or corrections profession longer than 12 months as of the date of application.
- 2 yrs experience credit = 30 hours college credit; 3 yrs experience credit = 45 hours college credit; 4 yrs experience credit = 60 hours college credit. Time served in military assignments is not eligible for experience credit. The Department reserves the right to change education requirement waivers for subsequent recruitments.

Applications will be received throughout the year, but testing occurs only on scheduled cycles. Applications received by 5:00 pm April 27, 2007 will be considered for the Spring testing cycle. Applications received by 5:00 pm September 7, 2007 will be considered for the Fall testing cycle.

Selection process includes application review, written exam, physical ability assessment, oral & integrity interviews, background investigation including credit history, psychological & polygraph tests, medical exam and drug screen. New employees will be required to sign an employment agreement for reimbursement of expenses if voluntary resignation occurs within 2 years of hire date. There is no residency requirement.

APPLICATION PROCESS: Complete Police Recruit application packet must be received by Human Resources Division, 350 Kimbark St, Longmont, CO 80501. For information regarding this selection process contact MPO Chris Merkle at 303-651-8512. Application packet available at www.ci.longmont.co.us or call 303-651-8609 or TDD (for hearing impaired only) 303-651-8748.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, age, ancestry, or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Division in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER
All City of Longmont Facilities are Smoke Free
<http://www.ci.longmont.co.us/>



CITY OF LONGMONT

JOB DESCRIPTION

POSITION: Police Recruit
DEPARTMENT: Police
DIVISION: All
FLSA STATUS: Non-Exempt
SAFETY SENSITIVE: Yes

POSITION SUMMARY AND DEFINITION

In a training capacity, protect life and property and manage conflict through the enforcement of applicable laws and City ordinances; control traffic flow, perform investigative work, and participate in and provide support and assistance to special crime prevention, community, problem solving, and enforcement programs; work with the community to resolve conflicts, problems and mutual concerns; perform a variety of technical and administrative tasks in support of the Department. Requires completion of a Colorado State Sanctioned Training Academy training program, or completion of Colorado State POST equivalency exam, and demonstrated personal skill sets that affirm community values and mission.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision is provided by a Sergeant or Field Training Officer.

Supervision Exercised:

None.

DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the Police Officer series. This class is distinguished from Police Officer by participation in a formal training program to become certified as a Police Officer in the State of Colorado and/or to complete the Longmont Field Training Program. Since this class is considered a training class, employees may have no or limited directly related work experience.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Longmont retains the right to modify or change the duties or essential and additional functions of the job at any time.

Work with citizens, community groups, schools and other entities to resolve community public safety issues; identify areas of potential problems, crime, disorder, traffic or unsafe conditions; report and initiate corrective actions.

Issue verbal and written warnings and citations; make restorative justice referrals; initiate arrests, forcibly if necessary, using handcuffs and other restraints, use lethal and less lethal weapons and force when appropriate.

Patrol a designated area of the City with a Field Training Officer in a radio-equipped vehicle, and/or on foot to preserve law and order. Enforce traffic and other laws and ordinances and educate citizens regarding laws and ordinances.

Discover and prevent the commission of crimes; manage and resolve conflict.

Respond to calls and complaints involving automobile accidents, robberies, assaults, domestic disturbances, suicide prevention, child abuse, fires, and other petty offenses, misdemeanors and felonies; respond to alarms; investigate complaints; apprehend suspects; search, inspect, and transport prisoners.

Secure accident and crime scenes; administer first aid, and other life saving techniques; conduct preliminary investigations; obtain and interview witnesses; gather information, dictate, write or type reports and document investigations; conduct visual and audio surveillance over areas and/or suspected criminals; recover, impound, and return stolen property items.

Operate an emergency vehicle day and/or night, in routine, emergency and pursuit situations; pursue fleeing suspects on foot in unfamiliar terrain.

Provide public service and respond to inquiries in routine, potential problem and crisis situations.

Conduct a variety of criminal investigations or activities involving crimes against persons, property and society.

Respond to general service calls including animal complaints, civil complaints, property control and related incidents; perform related duties as assigned.

Prepare investigative and other reports, which may include photographs, sketches, and warrants in accordance with established format, protocol and timeliness.

Serve warrants and subpoenas; appear in court to present evidence and testify. May be required to participate in a variety of legal proceedings.

ADDITIONAL DUTIES

Participate in and present enforcement and proactive preventative programs.

Participate in meetings and assist with recruiting and selection activities.

Prepare and make oral presentations related to public safety issues to community and school groups.

Perform other duties as assigned or required.

CONTACTS

Citizens: Contacts require the investigation, resolution, and closure on citizen concerns and issues and problem solving efforts; explaining rationale and clarifying intent of City operational procedure and policy.

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience:

High school diploma or GED and a minimum of 60 semester hours college-level credit is required for those with no previous police or corrections experience.

Education requirements may be waived for qualifying experience credits as follows:

Two years of qualifying experience credit may substitute for 30 semester hours of college credit.

Three years of qualifying experience credit may substitute for 45 semester hours of college credit.

Four years of qualifying experience credit may substitute for 60 semester hours of college credit.

Experience credit is given for full years of sworn street experience, which includes time in Patrol or Investigative assignments and for full years as a Colorado POST certified paid civilian corrections officer in a County Jail, Federal Prison, or State Prison. Time in military assignments is not eligible for experience credits.

Special Qualifications:

Ability to successfully complete a Colorado State certified peace officer training program, obtain and maintain POST certification, and complete the Longmont Police Field Training Program within one year. Possession of a valid Colorado Driver's License. Obtain certifications in CPR, Intoxilyzer and a variety of less lethal weaponry and tactics.

Knowledge of:

- Law enforcement methods including patrol, criminal investigation, traffic control, accident investigation, interviewing/interrogation, identification techniques, community policing and problem-solving methods.
- Offensive and defensive nomenclature, theory, use and maintenance.
- Federal, state, and local laws governing law enforcement agencies.
- Department and City policies, procedures, rules and regulations.
- Incident command policies and procedures.
- CPR and other lifesaving principles, practices and techniques.
- City's geography, crime patterns, and police services needed.

Ability to:

- Read, learn and understand at a level to interpret and apply laws, regulations, policies, and procedures.
- Learn and proficiently use standard broadcasting procedures of a police radio system.
- Use and properly care for firearms and all equipment issued by the City of Longmont in accordance with department policy.

- Prepare clear, accurate, and grammatically and procedurally correct written reports and warrants.
- Communicate effectively, orally and in writing.
- Analyze situations and provide emergency action.
- Establish and maintain effective working relationships with superiors, co-workers, other city employees and the general public and develop community partnerships.
- Learn to operate basic computer systems and software applications.

EQUIPMENT USED

Motor vehicles, firearms, cellular telephone, telephone, radio equipment, computer hardware and associated software, tape recorder, pager, fax, copier, and other electronic equipment; lethal and less lethal weapons; photo equipment; radar and laser speed detection equipment; accident investigation equipment; Intoxilyzer; first aid and personal protective equipment; handcuffs other restraint devices, and flashlight.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in office areas, patrol vehicle, classrooms, inside public and private buildings and outdoor areas in the City under stressful and non-stressful conditions. Requires ability to persuade and manage difficult people in dangerous situations. Work involves managing multiple concurrent tasks with specific deadlines. Work requires confidentiality, reasoning, judgment, and problem solving skills; constant driving, reading, verbal and written communication, sight (near and far vision and ability to distinguish colors), hearing, detailed work, frequent customer contact often with citizens who are angry, upset, and/or distraught. Work requires individuals to meet physical and mental demands associated with arrest and control techniques, civil unrest and other tactical situations.

Requires frequent light lifting and carrying (under 15 pounds), standing, sitting, bending/stooping, math, exposure to sun and other adverse or inclement weather, slippery/uneven surfaces, operating business machines, and noise. Frequently requires working with others and working irregular/protracted hours including weekends, nights, varied shifts, holidays, and unanticipated overtime. Occasional moderate (15 to 49 pounds) and heavy (over 50 pounds) lifting and carrying, pulling, pushing, walking, reaching, twisting, crawling, kneeling, squatting, climbing, and map reading is required. Occasionally will be required to lift, pull, or drag a person. Work around excessive intermittent noise, dust, electrical energy, fumes, smoke, gas, solvents, grease and oils, machinery, with hands in water, exposed to bio-hazardous material, blood borne pathogens, STDs or other health considerations, and unusual fatigue factors. Must be able to work varied shifts that include days, evenings, nights, weekends, and holidays.

Must successfully complete and maintain required state or departmental physical standards and certifications.

The City of Longmont is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and City values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the City celebrates diversity in the workforce. This position description is a valid statement of the job duties, responsibilities, requirements and performance expectations of this position.

LONGMONT POLICE DEPARTMENT



Policing In Partnership With the People

Salary Range – 2007

Recruit Level 1	\$47,832
Level 2.....	\$52,836
Level 3.....	\$57,876
Level 4.....	\$62,904
Master Police Officer.....	\$69,204

Lateral Transfers Encouraged to Apply!



CITY OF LONGMONT

UNIFORMED POLICE BENEFIT PACKAGE - 2007

HEALTH & WELLNESS FOR YOU AND YOUR FAMILY

> Health, Dental and Vision Insurance

The City offers two choices of medical plans. Employees may choose the Triple Option medical plan (choice to access benefits through a PPO provider, an HMO provider or out-of-network provider) or the Kaiser HMO medical plan. Dental benefits are provided through a self-funded City plan and vision coverage offered through Vision Service Plan of Colorado. 2007 full-time employee monthly contributions are:

	Triple Option	HMO	Dental
Employee Only	\$37.25	\$29.25	\$2.75
Employee + one dependent	\$114.75	\$89.75	\$29.75
Employee + two or more dependents	\$261.00	\$204.00	\$83.75

The Wellness Works program is open to all employees with a range of classes, activities, and incentives for healthy living.

PREPARING FOR THE UNEXPECTED

> Basic Life Insurance

The City pays the full cost of employee basic life coverage. Life benefits are equal to 1½ times the employee's annual base salary up to a maximum of \$100,000 each.

> Long Term Disability

The City and Police Officers share the cost of Death & Disability coverage through the Fire & Police Pension Association. The City pays the full cost of additional Long-Term disability benefits provided by UNUM.

> Supplemental Insurance

Employees may purchase supplemental insurance products for themselves and eligible dependents through AFLAC and Anthem Life.

PLANNING FOR YOUR FUTURE

> Money Purchase Plan

Both Officers and the City contribute to a defined contribution money purchase plan. The employee contributes 10% of base salary (before taxes). The City also contributes 10%. Employees are 100% vested in their own contributions and are fully vested in the Plan after 5 years of service. Investments are self-directed by employees.

> Section 457 Investment Plan

The City offers employees an optional Deferred Compensation Retirement Plan. Employees direct their funds into several investment options provided through ICMA.

TIME FOR YOURSELF

> Vacation

Officers earn 176 hours of vacation annually for the first five years of employment. Additional vacation time is accrued after five years.

> Sick Leave

Officers earn 96 hours of sick leave per year and this leave may be accumulated without limitation.

SOME EXTRAS

> Tuition Reimbursement

The City offers a tuition reimbursement program for employees attending classes at accredited educational institutions.

> Employee Assistance Program

Counseling and related services are available for employees and their family members at no charge through an Employee Assistance Program.

> Flexible Spending Accounts

Employees may elect to put aside money on a pre-tax basis to pay qualified dependent care and health care expenses.

> Retiree Health Savings Account

Employees participate in this retiree health benefit savings vehicle that allows the accumulation of assets to pay for medical expenses in retirement on a tax-free basis. The accounts are funded by annual City contributions and employee contributions of unused sick leave accumulations.

SAFETY AND JUSTICE CENTER
225 Kimbark St.
Longmont, CO 80501



Directions from DIA (Denver International Airport)

Travel west on Pena Blvd. until you see signs for E470 to Ft. Collins.
(This is a toll road).

You will head north on E470, then it will curve to the west until the interchange with I-25.

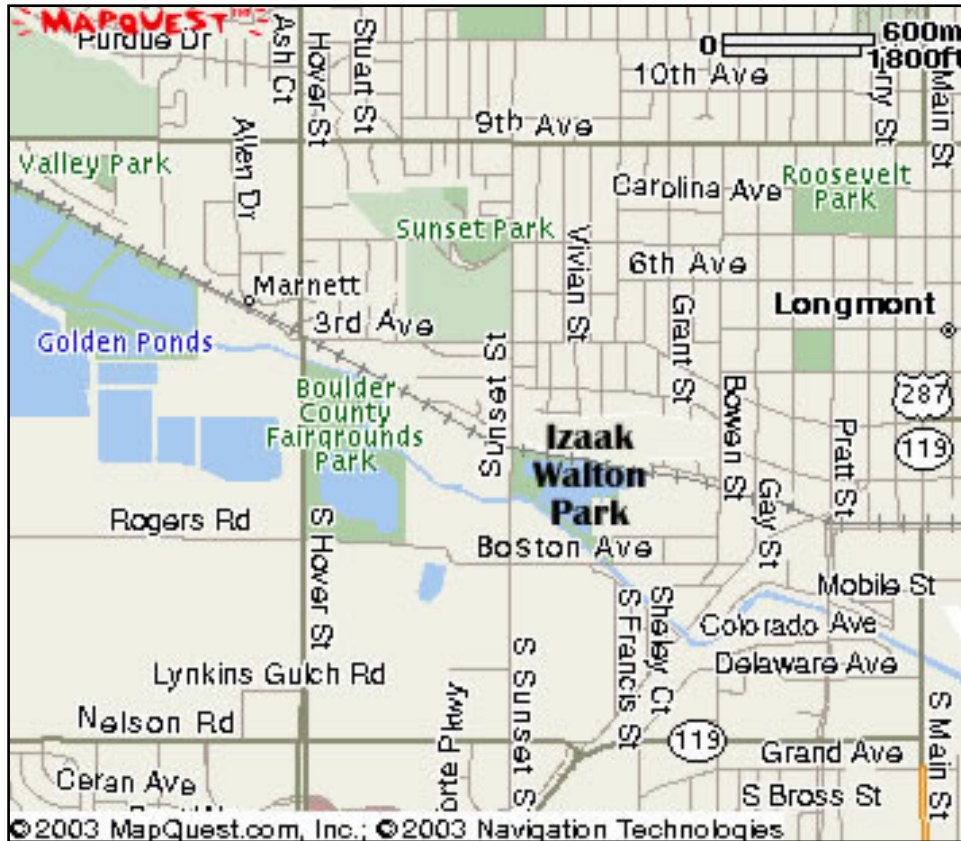
Head north on I-25 until Hwy 119.

Directions for all others

Turn west on Hwy 119.

Turn right on 3rd Ave. Follow 3rd Ave. to Emery St. and turn left (south). You will see the Longmont Police Dept. east parking lot on your right. You can park anywhere in this area except the parking lot itself. This is where the ability course is set up.

DIRECTIONS FOR IZAAK WALTON PARK CLUBHOUSE
18 South Sunset Street
Longmont, CO



From East of Longmont:

Follow Hwy 119 westbound from I-25. At Main St, Hwy 119 turns into Ken Pratt Blvd. Continue west until Nelson Rd. (right after the railroad tracks). Turn right on Nelson Rd and follow it west to S. Sunset St. Turn right on S. Sunset St. and follow that northbound until you see Izaak Walton Park on your right.

From West of Longmont:

You may access S. Sunset St. and travel north from Ken Pratt Blvd (Hwy 119), Nelson Rd, Rogers Rd. or south from 3rd Ave.

Hotels – Longmont, Colorado

Courtyard by Marriott

1410 Dry Creek Road
Single or Double occupancy
Reservations: 303-682-1166

Residence Inn by Marriott

1450 Dry Creek Road
One Bedroom Suite/Studio with fully equipped kitchen
Complimentary Hot Breakfast Buffet
Reservations: 303-702-9933.

Dickens House Bed and Breakfast

136 S. Main Street
Breakfast provided
Reservations: 303-774-0071

Hampton Inn

840 S. Main Street
Reservations: 303-772-2554

Hawthorne Suites

2000 Sunset Way
One/two bedroom suites with kitchen
Reservations: (800) 527-1133

Radisson Hotel Longmont Boulder

1900 Ken Pratt Pkwy.
Reservations: 303-776-2000

Super 8 Motel

2446 Main Street
Reservations: 303-772-8106