

§ 9.3.11 - Eligible registers, for original appointment and promotional appointment; requisition and certification.

- (A) *Creation of eligible register.* Those examined shall be graded according to an announced examination process. For those examined who have successfully completed the examination and all other phases of the Commission's process, including a background investigation for original appointment, their names and grades shall be entered on an eligible register in rank order by examination grade. An eligible register shall be considered a public document open to inspection.
- (B) *Background investigation and review.* The Commission shall oversee background investigations for original appointment. In no circumstance shall any individual be placed on an eligible register for original appointment, or be approved for original appointment or reemployment in the Classified Service, unless the Commission has reviewed the results of the individual's background and has approved the individual's background. The results of background investigations shall also be made available to the appointing authority for use in determining whether to appoint or reemploy an individual.
- (C) *Separate eligible registers.* The Commission shall have the separate eligible registers for entry level cadet, certified peace officer, reserve and promotional candidates.
- (D) *Removal of names from eligible register.* The Commission shall have the authority to make rules concerning the removal of names from an eligible register.
- (E) *Original appointment.* The Commission shall establish rules to provide for the requisition by the Manager of Safety, and the certification to the Manager of Safety, of applicants for original appointment.
  - (i) *Appointment of certified peace officer and firefighter with experience.* An applicant to the Classified Service of the Denver Police Department who is currently certified as a Colorado peace officer or out-of-state equivalent, and has a minimum of 2 years' experience on the date of application (not including time employed as a corrections/detention officer), excluding time served during prior police academy training, may at the discretion of the Chief of Police or designee, start the Denver Police Academy at the rate of pay for Police Officer 2<sup>nd</sup> grade. The recruit, after successful completion of the Denver Police Academy, followed by continued employment as a Denver police officer for a period of (9) months of service (following graduation), shall become a Police Officer 1<sup>st</sup> grade at the start of the following pay period, regardless of the completion date in the 9<sup>th</sup> month.

An applicant to the Classified Service of the Denver Police Department who is currently certified as a Colorado peace officer or out-of-state equivalent and has a minimum of 4 years' experience on the date of application (not including time employed as a corrections/detention officer), excluding time served in a prior police academy, may at the discretion of the Chief of Police or designee, start the Denver Police Academy at the rate of pay for Police Officer 1<sup>st</sup> grade.

The Chief of Police will evaluate applicants with prior law enforcement experience and peace officer certification on a case-by-case basis in assessing and determining suitability for hiring at an elevated pay grade.

An applicant to the Classified Service of the Denver Fire Department who has a minimum of three years of full-time firefighting experience may receive original appointment in the Fire Department upon meeting all qualification and examination standards established by the Commission and the Department of Safety, upon being certified to the Manager of Safety, and upon receiving written approval of the Chief of the Fire Department and the Manager of Safety.

These appointments shall have no impact regarding required time served in the Denver Fire or Police Departments for the purpose of seniority and promotional testing requirements of the Civil Service Commission.

The standards set forth are separate from City Charter 9.5.5 (A)(B) and 9.6.6 (A)(B)(C)(D) which addresses pay standards for those who do not qualify as a Lateral Firefighter or Lateral Police Officer.

- (ii) *Appointment of an active Reserve Police Officer.* An active Reserve Police Officer of the Denver Police Department who has met all of the qualifications and requirements of the Denver Police Department reserve officer training program and has been designated a Reserve Officer may receive original appointment in the Police Department upon meeting all qualification and examination standards established by the Commission and the Department of Safety, upon being certified to the Manager of Safety, and upon receiving written approval of the Chief of the Police Department and the Manager of Safety.
  - (iii) *Appointment of fire department personnel pursuant to intergovernmental agreement.* Applicants to the Classified Service of the Denver Fire Department, who are applying pursuant to a duly approved intergovernmental agreement which provides for the transition of fire department services from a governmental or quasi-governmental agency to the City of Denver, may receive original appointment in the Fire Department upon meeting all qualification and examination standards established by the Commission and the Department of Safety, upon being certified to the Manager of Safety, and upon receiving written approval of the Chief of the Fire Department and the Manager of Safety.
- (F) *Promotional appointment.* The Commission shall provide for promotion in the Classified Service on the basis of an examination process announced by the Commission, which shall include consideration of seniority in service, and shall provide in all cases, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of each department as desire to submit themselves to examination. Eligible registers for promotional appointment shall be established under the provisions of this Section. The Commission shall certify to the appointing authority without delay the number of names equal to the number of persons to be appointed, plus two, if there may be so many, having the highest position on the register. The names shall remain on the register at least one year. If a new register has not been completed at the end of one year, the register will remain effective until a new register is established, but in no event shall a register for promotional appointment be effective for more than two years.

(Charter 1960, C5.64; Charter 1904, § 196; amended November 4, 1986; amended November 7, 2000; Ord. No. 138-03, § 1, 2-24-03, elec. 5-6-03; Ord. No. 106-05, § 1, elec. 5-3-05; Ord. No. 408-13, § 2, 8-26-13, elec. 11-5-13)