



GLENWOOD SPRINGS POLICE DEPARTMENT

The City of Glenwood Springs is located at the juncture of the Colorado and Roaring Fork rivers in the heart of the Colorado Rockies. Glenwood Springs is a busy town of 8,000 people that serves as the business center of the rapidly growing Garfield County area. With daily work force and tourist populations, the Police Department services a population of approximately 12,000 to 15,000 people, with that number increasing during the busy summer months.

The Department is aggressive in its pursuit of training and programs, offering Officers participation in School Resource Officer, K-9, Drug Recognition Expert, a multi-jurisdictional drug enforcement program, and a multi-jurisdictional SWAT program, as well as encouraging Officers to achieve Instructor status in law enforcement-related fields.

The Police Department is currently approved for staffing with 27 sworn personnel and 7 civilian employees. The sworn personnel are primarily patrol-oriented, with a strong Detectives Unit supporting criminal investigations. Two Officers are currently assigned as School Resource Officers, with one additional Officer assigned to the Two Rivers Drug Enforcement Team. Patrol personnel are expected to handle a wide variety of call types, and are trained and mentored to become well-rounded Officers with the ability to provide comprehensive service to our community and visitors.

The Department currently allows for hiring of persons with no experience or training, and the accepted applicant will be placed into a Trainee program which can include sponsoring them through the Colorado Law Enforcement Training Academy at nearby Colorado Mountain College. Once hired as a Police Officer, new recruits enter a structured Field Training Program in which they learn and practice the skills necessary to successfully perform the duties of a GSPD Officer. Our focus is community service through quality and skilled personnel who want to make a difference.

Pay ranges from \$35,135 for the Police Academy Trainee with no experience, to salaries of **\$49,090 to \$73,634** for the Patrol Officer I, II, and III classifications. These wages do not include additional pay available for multiple overtime and training opportunities, as well as court time. The City also provides its employees a competitive benefits program, with an excellent retirement program, insurance options, paid sick and leave time, and a longevity bonus.

The City and the Police Department are equal opportunity employers and do not discriminate against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, color, national origin, sex, age, disability or other factors.

Dear Applicant,

Please read the below information and comply **completely**. Failure to do so will cause the department to omit your application from further consideration.

1. **Misrepresentation**: Misrepresentation, either overtly or by omission, will cause your application to be discarded immediately.
2. **Incompleteness**: Incompleteness of information, intentionally or unintentionally, will cause your application to be disregarded. Take your time in completing this application. Too much information is better than not enough.
3. **Address**: At all places in the application form where addresses are required, you must provide complete current addresses, including zip codes. Failure to do this will constitute an incomplete application.
4. **Telephone Numbers**: At all places in the application where telephone numbers are required, you must provide current telephone numbers, including area codes. It is your responsibility to provide this information and failure to do so will constitute an incomplete application.
5. **Documentation**: Certain documents are listed and are required to be submitted with your application. We will accept the initial application without these documents, but they will have to be provided before you will be permitted to take the written test.
6. **Signature**: This application requires you to sign a statement certifying that all of the information contained, herein, is accurate and true, to the best of your knowledge. Failure to sign the application will cause your application to be disregarded.
7. **Release Authorization**: The last page of this application is a form authorizing the release of pertinent information concerning you, the applicant. Failure to sign the release form will cause your application to be immediately disregarded. Your signature on this form must be notarized.
8. **Criminal History**: If you do not have a valid Colorado driver's license, or if you have ever been convicted of a felony, your application cannot be considered.
9. **Suitability for Employment**: Please carefully read the attached job description of the position for which you are applying. Your suitability for employment will be based on your abilities to perform the functions of this position.

CITY OF GLENWOOD SPRINGS POLICE OFFICER REQUIREMENTS:

Minimum Age	21
Education	High School Diploma or GED Equivalent
Certification	Colorado POST Certified or certifiable. GSPD currently offers sponsorship to the right candidate through the Colorado Law Enforcement Training Academy at nearby Colorado Mountain College.
Residency	Upon employment, shall reside within a thirty mile radius of Glenwood Springs. Preference is given to Glenwood Spring's residents when applicants are otherwise equally qualified.
Physical Standards	No conditions that would prevent the successful performance of required duties as specified by the attached job description.
Vision	No conditions that would prevent the successful performance of required duties as specified by the attached job description.
Other Qualifications	<ol style="list-style-type: none">1. Must pass all examinations and background checks.2. Must possess a valid Colorado Driver's license, upon employment.
Probationary Period	One year, minimum.
Testing Procedures	<p><i>Pre-Offer of Employment:</i></p> <ol style="list-style-type: none">1. Police written examination* <i>*Not required for current POST-certified applicants.</i>2. Physical agility testing3. Informal interview with three staff members4. Formal oral board examination5. Thorough background examination6. Personal interview with the Chief7. Polygraph <p><i>Post-Offer of Employment:</i></p> <ol style="list-style-type: none">1. Psychological examination2. Medical examination

GLENWOOD SPRINGS POLICE DEPARTMENT

Application for Employment

Date of Application: _____

Position: _____ How referred? _____

Name: _____

Last

First

Middle

Current address: _____

City: _____ State: _____ ZIP: _____

How long at present address? _____

Home phone: _____ Work phone: _____ Cellular: _____

Email Address: _____

Date of Birth: _____ Sex: _____

Height: _____ Weight: _____ lbs. Eye color: _____ Hair color: _____

Driver License State: _____ DL Number: _____ DL Exp: _____

Social Security Number: (optional) _____

Other name(s) used: _____

The successful applicant may be tested or asked to take a physical examination from the City's designated physician, with reference to the job description. The City will check your driving record to verify possession of a valid driver's license. The City of Glenwood Springs is an equal opportunity employer and does not discriminate against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, color, national origin, sex, age, disability or other non-merit factors. The City does give preference to residents of Glenwood Springs, and veterans when the applicants are otherwise equally qualified.

ARREST/CRIMINAL HISTORY:

Have you ever been charged with, or convicted of, any criminal violations, including traffic?

Yes or **No** If yes, please explain all, including dates, arresting agencies and dispositions for each. Use an additional sheet of paper, if necessary. **Be complete.**

(Records do not cause automatic disqualification but are reviewed as related to the job applied for.)

MILITARY SERVICE:

Have you been in the armed forces? **Yes** or **No**

If yes, what branch? _____

Date service began: _____ Highest rank attained? _____

Discharge date: _____ Type of discharge: _____

Schools or special experience, while in the service: _____

EDUCATION:

Circle Highest Grade Completed:

Grade School: 1 2 3 4 5 6 7 8

High School: 9 10 11 12

College: 13 14 15 16

Graduate School: 17 18 19 20

GED Certificate Number: _____ Date received: _____

Location taken: _____

Grade School Name: _____

Location: _____

Dates attended: _____ Graduate? Yes or No

High School Name: _____

Location: _____

Dates attended: _____ Graduate? Yes or No

College Name: _____

Location: _____

Dates attended: _____ Graduate? Yes or No

If yes, degree(s) earned: _____

Any other schooling? _____

SPECIAL DATA:

Have you ever been employed by the City of Glenwood Springs? **Yes** or **No**

May we contact your present employer now? **Yes** or **No**

Have you ever left a job for any reason other than voluntary during the past five years?

Yes or **No** If Yes, what were the circumstances? _____

LAW ENFORCEMENT EXPERIENCE:

EMPLOYER NAME: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

EMPLOYER NAME: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

LAW ENFORCEMENT EXPERIENCE:

EMPLOYER NAME: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

EMPLOYER NAME: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

OTHER EMPLOYMENT HISTORY: *(Non-Law Enforcement)*

EMPLOYER NAME: _____
Nature of business: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

EMPLOYER NAME: _____
Nature of business: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

OTHER EMPLOYMENT HISTORY: *(Non-Law Enforcement)*

EMPLOYER NAME: _____
Nature of business: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

EMPLOYER NAME: _____
Nature of business: _____
Employer's address: _____
City: _____ State: _____ ZIP: _____
Employer's telephone: (_____) _____ - _____
Hire date: _____ Termination date: _____
Reason for termination: _____
Position held: _____
Job description: _____
Specialized training received: _____

Starting pay: _____ Final pay: _____
Immediate Supervisor's Name: _____ Title: _____
Supervisor's Address: _____
Supervisor's Phone Number: (_____) _____ - _____ Email: _____
May we contact? **Yes** or **No**

OTHER EMPLOYMENT HISTORY:

In the event that sufficient space hasn't been provided for all of your past employers please attach additional sheets of paper containing the employment history information for any such employers. Your entire employment history must be covered.

SPECIAL SKILLS, HOBBIES, SCHOOLS OR TRAINING:

PERSONAL CHARACTER REFERENCES: *(References cannot be relatives)*

1. Name: _____ Phone: () - _____
Email: _____
Address: _____
City: _____ State: _____ ZIP: _____
Length of time known: _____ Relationship: _____
2. Name: _____ Phone: () - _____
Email: _____
Address: _____
City: _____ State: _____ ZIP: _____
Length of time known: _____ Relationship: _____
3. Name: _____ Phone: () - _____
Email: _____
Address: _____
City: _____ State: _____ ZIP: _____
Length of time known: _____ Relationship: _____
4. Name: _____ Phone: () - _____
Email: _____
Address: _____
City: _____ State: _____ ZIP: _____
Length of time known: _____ Relationship: _____
5. Name: _____ Phone: () - _____
Email: _____
Address: _____
City: _____ State: _____ ZIP: _____
Length of time known: _____ Relationship: _____

DOCUMENTS THAT MUST BE INCLUDED WITH THIS APPLICATION:

- 1. Copy of your birth certificate, or affidavit.
- 2. Copy of your high school diploma, or equivalency certificate.
- 3. Copies of any college degrees.
- 4. Copies of military discharges and separation papers.

Can you, with or without a reasonable accommodation, perform all the essential job functions as described on the attached job description? Yes or No

NOTICE:

The City of Glenwood Springs is required by law to perform drug tests, and background screens on all new hires. If you are a successful applicant, as a member of the Glenwood Springs Police Department, you will be in a position the City has designated as Safety Sensitive, you will also be required to participate in a random drug and alcohol testing program.

CERTIFICATION:

I, _____, hereby certify that all statements on this application are true, to the best of my knowledge. Misrepresentation, or withholding of, the facts or incomplete information, will be cause for dismissal, or rejection of application from further consideration. I also agree that ALL statements made on this application may be investigated.

_____ Date Signed: _____
Applicant Signature

Mail completed application to: **Glenwood Springs Police Dept.**
ATTN: Office Manager
101 W 8th St
Glenwood Springs, CO 81601

NOTE: *You must complete the **Release Authorization Form** on the following page.
Failure to do so will result in disqualification.*

RELEASE AUTHORIZATION FORM

I, _____, an applicant for a position with the Glenwood Springs (Colorado) Police Department, hereby authorize release of any and all information from any and all sources as to all juvenile, police, medical, personnel, educational, experience, character, financial, and credit records to the Glenwood Springs Police Department for determination of my potential for selection and the possibility of being hired.

Applicant Signature

Date Signed: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires:

Notary Public Signature

(NOTARY SEAL):

**City of Glenwood Springs
Voluntary Applicant Self-Identification Survey**

INSTRUCTIONS

(PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM)

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, gender, age sexual orientation veteran status or disability. This organization is subject to certain non-discrimination and affirmative action record keeping and reporting requirements which require us to invite job applicants and employees to voluntarily self-identify their race/ethnicity and gender. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, the Federal Government for civil rights enforcement purposes.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORMS.

If you choose not to self-identify at this time, the federal government requires this employer to determine the information asked below by visual survey and/or other available information.

INVITATION TO SELF-IDENTIFY

(PLEASE PRINT)

Last Name: _____ **First Name:** _____ **MI:** _____

Date: _____ **Position applied for:** (*list only one*) _____

What is your gender? Male Female

What is your race/ethnicity?

- White** (not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East or North Africa
- Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Black or African American** (not Hispanic or Latino): a person having origins in any of the black racial groups of Africa
- Asian** (not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Pacific Islander** (not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native** (not Hispanic or Latino): a person having origins in any of the original peoples of North and South American (including Central America), who maintains tribal affiliation or community attachment.



CITY OF GLENWOOD SPRINGS

POLICE OFFICER I

POLICE DEPARTMENT

Police Officer I

JOB CODE: 2113

GRADE: 46

GENERAL STATEMENT OF DUTIES:

This is an entry level sworn position responsible for enforcing State and Federal laws and City Ordinances. This position requires both reactive and proactive application of law enforcement authority to protect the health, safety and welfare of the citizens and visitors to the City. Supervision will be through department supervisory personnel through the chain of command, generally through a Patrol Sergeant or other personnel responsible for a patrol shift.

EXAMPLE OF DUTIES:

The following examples are intended to be illustrative and not all inclusive. Officers will patrol the City enforcing laws and ordinances related to traffic, criminal and civil violations as authorized by State Statutes governing the powers of sworn officers. Officers will be responsible for the timely and accurate preparation of reports of their actions as required by the department. Officers will investigate crimes and complaints with a fair and impartial mind set, seeking the truth in all matters and reporting that finding. Officers will always treat all persons they contact with the utmost courtesy, professionalism and compassion, to the highest degree possible in the situation. Officer will be prepared to support their actions in a Court of Law through presentation of evidence and testimony, and will become versed in the process of evidence collection, preservation and presentation. Involves working in adverse weather conditions.

REQUIRED KNOWLEDGE & SKILLS:

Must be 21 years or older, a high school graduate or equivalent, with Colorado Peace Officer Standards and training certification as a Peace Officer. Ability to develop a strong working knowledge of laws and ordinances, and to gain an in-depth knowledge of City street locations, business locations, and government facilities. Knowledge of City resources from other departments, and knowledge of other agencies that can assist a victim of crime or circumstance. Requires strong organizational skills, and the ability to understand and follow verbal and written directions. Ability to deal calmly with irate people, ability to handle catastrophic situations, and ability to handle physical confrontations with acceptable levels of force as prescribed by policy and training. Ability to communicate verbally and in writing to a wide variety of people on a wide variety of subjects. Ability to safely operate a motor vehicle.

NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	100 pounds frequently	180 pounds occasionally
Carrying:	30 pounds frequently	70 pounds occasionally
Pushing/Pulling:	80 pounds frequently	50 pounds occasionally
Driving:		frequently
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		frequently
Kneeling:		occasionally
Crawling:		occasionally
Climbing Stairs:		frequently
Standing/Walking:		frequently
Climbing Ladders:		occasionally
Reaching above/below/at shoulder level:		frequently

04/2016-web

Glenwood Springs Police Application