

CIVIL SERVICE COMMISSION MEETING AGENDA

1:00 PM

SEPTEMBER 14, 2021

WebEx Meeting info provided to internal staff

Public Participant Dialing Instructions:
Dial Access Number-1-408-418-9388
Enter Access Code 2481 563 2461

1) 1:00 PM CALL TO ORDER OF REGULAR MEETING

- A. Introduction
- B. Adoption of Agenda
- C. Approval of Minutes for August 10th, 2021

2) AGENDA ITEMS FOR VOTE

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| A. Consideration to Re-instate Polygraph Testing for Future Entry-level Hiring Processes | Cain |
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3) AGENDA ITEMS FOR DISCUSSION

- | | |
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| A. Presentation from Psychological Dimensions | Dr. Chad Waxman |
| B. Entry-Level Interviews Discussion | Commission |
| C. Consideration to Adopt Revised APD/AFR Entry-Level Testing Process | Cain |
| D. Review of Preference Points | Dearman |

4) REPORTS

- A. COMMISSIONER REPORTS
 - Police Academy Graduation
- B. STAFF REPORTS
- C. LEGAL COUNSEL REPORTS –

5) COMMENTS

A. FIRE DEPARTMENT

- 1.Chief or Designee
- 2.Union Designee

B. POLICE DEPARTMENT

- 1.Chief or Designee
- 2.Association Designee
 - APA
 - FOP

C. CITY MANAGER DEPARTMENT

- D. PUBLIC COMMENT – Limited to 3 minutes, no discussion *Please note: The Commission cannot consider or respond to any comments that relate in any manner to disciplinary appeals currently pending before the Commission.

6) ADJOURNMENT

Draft Fire Entry-Level Testing Process (rev 9/2/21)

Applicants submit applications online and Entry-Level minimum qualifications are automatically screened. Passing applicants advance to next step. Applicants can take the FireTEAM test any time before the deadline.

All applicants meeting the minimum qualifications are invited to schedule for the Ergometrics FireTEAM Video Exam at a National Testing Network (NTN) testing site unless they have already taken the test prior.

All applicants passing the FireTEAM Exam by the established deadline are placed on a Prospective Employment List (PEL) in rank order by their FireTEAM score plus any preference points¹.

Top applicants on the PEL are invited to complete the Personal History Statement (PHS). Those applicants completing the PHS and who still meet minimum qualifications are invited to interview.

Applicants passing the interview and completing the PHS are invited to complete the Polygraph exam and a Background Investigation.

A summary of all results is presented to the Civil Service Commission for determination of a Conditional Job Offer with input from a Fire department representative.

Applicants receiving a Conditional Job Offer invited to complete the Post-Offer Psychological, Medical examination, Substance Abuse screening, and CPAT fitness test.

Final Job Offer letters are presented to the number of passing applicants needed to fill the next Fire Academy plus some alternates. Remaining passing applicants are eligible for the next Academy.

Academy positions are filled in rank order from the PEL. Once in the Academy, rank order of graduation is established by performance in the Academy.

This concludes the Civil Service hiring process and Academy Recruits are now employed by AFR. Recruits enter a probationary period where their ongoing employment is at the discretion of the Chief.

1 = Preference points available include Veteran's Points (5 or 10 per Colorado State Constitution) and Second Language Points (2 or 5 based on fluency and language).

Draft Police Entry-Level Testing Process (rev 9/2/21)

Applicants submit applications online and Entry-Level minimum qualifications are automatically screened. Passing applicants advance to next step. Applicants can take the Frontline test any time before the deadline.

All applicants meeting the minimum qualifications are invited to schedule for the Ergometrics FrontLine Video Exam at a National Testing Network (NTN) testing site unless they have already taken the test prior.

All applicants passing the Frontline Exam by the established deadline for an Academy are placed on a Prospective Employment List (PEL) in rank order by their Frontline score plus any preference points¹.

All applicants on the PEL are invited to complete the Personal History Statement (PHS). Those applicants completing the PHS and who still meet minimum qualifications are invited to an interview.

Applicants passing the interview and completing the PHS are invited to complete the Polygraph exam and a Background Investigation.

A summary of all results is presented to the Civil Service Commission for determination of a Conditional Job Offer with input from a Police department representative.

Applicants receiving a Conditional Job Offer invited to Post-Offer Psychological, Medical examination, Substance Abuse screening, and Physical Fitness test.

Final Job Offer letters presented to the number of passing applicants needed to fill the next Police Academy plus some alternates. Remaining passing applicants are eligible for the next Academy.

Academy positions are filled in rank order from the PEL. Once in the Academy, rank order of graduation is established by performance in the Academy.

This concludes the Civil Service hiring process and Academy Recruits are now employed by APD. Recruits enter a probationary period where their ongoing employment is at the discretion of the Chief.

¹ = Preference points available include Veteran's Points (5 or 10 per Colorado State Constitution), Second Language Points (2 or 5 based on fluency and language), Aurora Explorer Points (10 points), POST Certification Points (10 points)