

CIVIL SERVICE COMMISSION MEETING AGENDA		
1:00 PM	DECEMBER 13, 2022	ASPEN ROOM AND TEAMS (EMAIL CIVILSERVICE@AURORAGOV.ORG FOR LINK)
1) 1:00 PM CALL TO ORDER OF REGULAR MEETING		
A. Adoption of Agenda		
B. Approval of Minutes for the regular meeting on November 8, and special meetings on November 29 and December 1, 2022.		
2) AGENDA ITEMS FOR VOTE		
A. 2023 Chairperson Election		Commission
B. 2023 Vice-Chair Election		Commission
C. Police Lieutenant and Captain Promotional Certification List Extension		Shuman
3) AGENDA ITEMS FOR DISCUSSION		
A. Update On Minimum Qualifications Changes from Special Meeting on 12/2/22		Cain
4) REPORTS		
A. COMMISSIONER REPORTS		
B. LEGAL COUNSEL REPORTS		
5) COMMENTS		
A. FIRE DEPARTMENT		
• Chief or Designee		
• Union Designee		
B. POLICE DEPARTMENT		
• Chief or Designee		
• 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		

Civil Service Commission Chair and Vice-Chair Election Procedures For December 2022 CSC Meeting




ELECTION PROCEDURES FOR ELECTING A CHAIRPERSON FOR 2023:

- 1) Chairperson opens the floor for nominations for Chairperson for 2023. Nominations may be for someone else or for yourself.
- 2) Once all nominations are made for Chairperson, the Chairperson closes the floor and starts the voting.
- 3) In the event there is one nomination for Chairperson for 2023, the Commission can take a verbal vote on that one nomination.
- 4) In the event there are two or more nominations for Chairperson for 2023, the Administrator distributes paper ballots to each Commissioner. Each Commissioner votes for one nominee and returns the ballot.
- 5) The Administrator counts the ballots and announces the nominee with the most votes as the Chairperson for 2023.

Once the Chairperson is established for 2023, repeat the same process above to elect a Vice-Chair.

In the event of a tie vote, another vote is conducted. If a tie continues for a second vote, a runoff between the two nominees receiving the most votes is conducted. If a tie continues, the Commission can opt to have further discussion with subsequent voting or table the election until the next regular or special Commission meeting.

DUTIES OF THE CHAIRPERSON AS ESTABLISHED BY THE RULES AND REGULATIONS:

-  Chairperson may call a special meeting
-  Presides at all Commission meetings
-  Signs the minutes of meetings

Vice-Chairperson fills in for the Chairperson when the Chairperson is absent.

In practice, the Chairperson is also the first point of contact for media inquiries, the Administrator, and other regular business items with the Administrator then notifying the full Commission as needed.



LIEUTENANT NOTICE

**CIVIL SERVICE
COMMISSION**

15151 East Alameda
Parkway, 3rd Floor
Aurora, Colorado 80012
303-326-8931

Published December 13, 2022

At the Commission meeting on December 13, 2022, the Civil Service Commission unanimously voted to extend the 2022 Police Lieutenant Certification list by 35 days. The Commission cited a gap between the expiration of the current list and certification of the new list for this Charter-authorized extension. Therefore, the 2022 Police Lieutenant Certification list will now expire on March 14, 2023, or upon certification of a new list.

The Police Lieutenant written exam is scheduled for February 8, 2023 and assessment center is scheduled for March 7-9 2023.

FOR THE CIVIL SERVICE COMMISSION

Harold Johnson, Chair



CAPTAIN NOTICE

**CIVIL SERVICE
COMMISSION**

15151 East Alameda
Parkway, 3rd Floor
Aurora, Colorado 80012
303-326-8931

Published December 13, 2022

At the Commission meeting on December 13, 2022, the Civil Service Commission unanimously voted to extend the 2022 Police Captain Certification list by 90 days. The Commission cited budgetary reasons for this Charter-authorized extension. Therefore, the 2022 Police Captain Certification list will now expire on August 14, 2023.

The Police Captain assessment center is tentatively scheduled for July 25-26, 2023.

FOR THE CIVIL SERVICE COMMISSION

Harold Johnson, Chair

SECTION II. REQUIREMENTS FOR ENTRY-LEVEL APPOINTMENT.

7. MINIMUM QUALIFICATIONS FOR ORIGINAL APPOINTMENT. At the time of application, unless otherwise noted, applicants for original appointment in the Civil Service system shall: (Note: copies of original documents must be provided by a deadline announced when testing begins).

- a. Entry-Level Police applicants shall be 21 years old by the projected end date of the Academy for which they are applying. Entry-level Fire applicants shall be 18 years old by the projected start date of the Academy for which they are applying. Proof of age will be either a copy of a state, or municipality-issued original Birth Certificate, Passport of the United States of America, or evidence of Naturalization.
- b. Be a citizen of the United States of America or a person who is lawfully admitted for permanent residence in accordance with the Immigration and Nationality Act. Proof of citizenship will be either a copy of a state or municipality-issued original Birth Certificate, Passport of the United States of America, or evidence of Naturalization.
- c. Have completed a minimum education of high school completion, or GED equivalency. Proof will be a copy of the High School Diploma, copy of the GED Certificate, or successful completion letter from an accredited school's Principal or District Superintendent, or other documentation approved by the Commission. Candidates who have completed any credit hours from an accredited college/university **must** also include a copy of college transcripts from all post-secondary schools attended along with any of the accepted documentation above when requested by the Commission. **NOTE:** If home-schooled, documentation must meet the standards of the state of

matriculation. If the home-schooled candidate has been accepted in any accredited post-secondary institution, it will be determined that they have met all of the above education requirements.

- d. Your Motor Vehicle Record and Credit History are subject to review as part of the background investigation.
- e. Copy of DD214(s), copy 4 (prior military only). Current military members must provide a letter from their commander or personnel office stating their anticipated date of separation (DOS) and that their service up to now has been honorable.
- f. Eligibility letter from the Veterans Administration with disability award or copy of orders or certificate awarding the Purple Heart if claiming a service-incurred disability.
- g. Return a completed Commission-provided Personal History Statement for use in a background investigation.
- h. Be able to perform minimum essential job functions of the recruit position.
- i. Have correctable visual acuity of 20/20, and normal field, night, peripheral, distance vision and acceptable color vision. For Police applicants: Acceptable color vision will be determined by the administration of a PIP test during post conditional offer testing. Candidates who fail the PIP test will be administered the Farnsworth D-15 test. Those who fail the D-15 will be disqualified. For Fire applicants:

Acceptable color vision will be determined by the administration of a PIP test during post conditional offer testing. Those who fail the PIP test will be administered the

thermal imaging vision test. Those who fail the thermal imaging vision test will be disqualified.

- j. Have ability to speak, hear, write and understand English and meet all minimum physical, mental and medical standards.
- k. Must have a valid driver's license.
- l. Meet such other requirements established by the Commission.

8. DOCUMENTS VERIFYING MINIMUM QUALIFICATIONS.

Specified documents showing proof that an applicant meets the minimum qualifications will be required at a deadline determined by the Commission.

9. GROUNDS FOR DISQUALIFICATION OF ORIGINAL APPOINTMENT. The Commission is the sole judge for the disqualification of applicants for original appointment.

A. The following **are** grounds for disqualification. **There will be no appeal.**

1) Failure to meet any of the minimum qualifications.

~~2) (move to 9b) Failure to submit a complete application or comply with procedures established for such application including, but not limited to: responding to all items; providing explanations when required; supplying requested documents; or complying with other established procedures.~~

~~3) (Move to 9b) Falsification, misleading statements, omissions, misstatements, conflicting information, or discrepancies of information required on the application and/or on other forms or documents in any portion of the examination process; or evidence of falsification, fraud or deceit in any portion of the application and examination process.~~

4) Conviction of, or deferred judgment for, a crime which is a felony under state or federal law; or military conviction by a court-martial that is comparable to a felony conviction.

5) Conviction of any crime or ordinance violation, which would bar the applicant from possessing a firearm or ammunition under Federal or [Colorado law](#). *(For Police Officer Applicants only.)*

6) Conviction of, deferred judgement for, or combination of:

a. any misdemeanor causing disqualification under [POST standard 24-31-305](#). *(For Police Officer Applicants only.)*

~~b. (Move to 9b) two (2) or more misdemeanor crimes or petty offenses, other than traffic offenses, under Federal or State law, or violations of municipal or county ordinance within the last five years.~~

~~c. (Move to 9b) seven (7) or more violations while operating a motor vehicle in the last seven years; four (4) or more violations while operating a motor vehicle in the last three (3) years; or three (3) violations in the last year. *(For Police Officer Applicants only.)*~~

~~d. (Move to 9b) any reckless driving violation within the last three (3) years; or two (2) or more violations within the last seven (7) years.
(For Police Officer Applicants only.)~~

~~e. (Move to 9b) any driving offense within the last three years that was caused by alcohol, controlled substances, drugs, or other illegal substances, including, but not limited to, DUI and/or DWAI; or two (2) or more convictions or deferred judgements within the last seven (7) years.~~

~~7) (Move to 9b) Suspension or revocation of driver's license in the last two (2) years; or two (2) or more suspensions or revocations in the last five (5) years, except when done for administrative purposes (i.e. non-payment of child support: All administrative suspensions must be PAST and reinstated with no current suspensions). The intent of this rule is to distinguish between applicants with a pattern of bad driving resulting in suspension or revocation versus actions taken by motor vehicle departments for other reasons. ***(For Police Officer Applicants only.)***~~

~~8) (Move to 9b) Any possession or use of marijuana or its derivatives in any form within the last year from date of application. Also includes abuse of toxic vapors as defined by [CRS 18-18-412](#). Effective for application periods beginning after August 9, 2016.~~

~~9) (Move to 9b) Illegal possession, including illegal use or experimentation, of any controlled substance, other than marijuana, to include narcotics, steroids, ecstasy, or other controlled drugs within the last three (3) years from date of application. (NOTE: Illegal possession and use of a prescribed drug is covered in the next section).~~

10) Illegal distribution of any controlled substances or drugs, including steroids, in the last (3) years. Frequency of behavior, quantity of drugs involved, and type are considered at time of background. Effective for application periods beginning after August 9, 2016.

~~11) (Move to 9b) Failure to supply required documents by the deadline established by the Commission.~~

~~12) (Move to 9b) Failure to schedule or successfully complete any portion of the Commission's required examinations by the deadline established by the Commission.~~

~~13) (Move to 9b) Violation of any Commission rule, regulation, policy or directive.~~

~~14) (Move to 9b) Dishonesty and/or integrity issues.~~

~~15) (Move to 9b) Previous application for an Aurora Civil Service position and subsequent disqualification for failing the Substance Abuse Screening, Job Suitability Assessment or Background Investigation within a 12-month period from the date of the original disqualification letter. Effective for disqualifications made after August 9th, 2014.~~

B. The following **may be** grounds for disqualification. In making its decision, the Commission may consider any mitigating factors.

1) Termination from any law enforcement agency or any fire department.

2) Voluntary separation from law enforcement or fire employment to prevent, or in lieu of, possible disciplinary action or termination.

- 3) Conviction of or deferred judgement for a misdemeanor crime under Federal or State law, or of a violation of a municipal or county ordinance, in which the offense involved the use, attempted use, or the threatened use of a deadly weapon or physical force against any person.
- 4) A member of any organization that engages in acts of force or violence, illegal activity, and/or advocates the violent overthrow of the Constitution or Government of the United States of America.
- 5) Inability to locate applicant including e-mail returned as undeliverable.
- 6) Removal for cause from an eligibility list in the past 12-month period.
- 7) Solicitation, or attempted solicitation, in connection with application and testing for employment, of preferential treatment and/or intervention on behalf of the applicant from any member of the City Council, the department and its employees, the Commission and its employees, or other City officials and employees. Personal references and letters of recommendation or commendations may be provided during the background investigation.
- 8) Illegal possession, including illegal use or experimentation, of any prescribed drug by an applicant.
- 9) Discharged from any branch of military service under other than honorable conditions.
- 10) Discharged from any branch of military service under dishonorable conditions.

11) Overall conduct or character of the applicant that demonstrates an undesirable behavior pattern which may include one or more of the following, but not limited to this list, poor interpersonal skills, employment terminations, financial irresponsibility, thefts and/or illegal activities or a combination of such conduct and/or activities.

12) Unable to qualify for state EMT certification, if necessary.

13)(moved from 9a) Failure to submit a complete application or comply with procedures established for such application including, but not limited to: responding to all items; providing explanations when required; supplying requested documents; or complying with other established procedures.

14)(Moved from 9a) Falsification, misleading statements, omissions, misstatements, conflicting information, or discrepancies of information required on the application and/or on other forms or documents in any portion of the examination process; or evidence of falsification, fraud or deceit in any portion of the application and examination process.

15) Conviction of, deferred judgement for, or combination of:

a. (moved from 9a) two (2) or more misdemeanor crimes or petty offenses, other than traffic offenses, under Federal or State law, or violations of municipal or county ordinance within the last five years.

b. (moved from 9a) seven (7) or more violations while operating a motor vehicle in the last seven years; four (4) or more violations while operating a motor vehicle in the last three (3) years; or three

(3) violations in the last year. *(For Police Officer Applicants only.)*

c. (moved from 9a) any reckless driving violation within the last three (3) years; or two (2) or more violations within the last seven (7) years. *(For Police Officer Applicants only.)*

d. (moved from 9a) any driving offense within the last three years that was caused by alcohol, controlled substances, drugs, or other illegal substances, including, but not limited to, DUI and/or DWAI; or two (2) or more convictions or deferred judgements within the last seven (7) years.

16)(moved from 9a) Suspension or revocation of driver's license in the last two (2) years; or two (2) or more suspensions or revocations in the last five (5) years, except when done for administrative purposes (i.e. non-payment of child support: All administrative suspensions must be PAST and reinstated with no current suspensions). The intent of this rule is to distinguish between applicants with a pattern of bad driving resulting in suspension or revocation versus actions taken by motor vehicle departments for other reasons. *(For Police Officer Applicants only.)*

17)(moved from 9a) Any possession or use of marijuana or its derivatives in any form within the last year from date of application. Also includes abuse of toxic vapors as defined by [CRS 18-18-412](#). Effective for application periods beginning after August 9, 2016.

18)(moved from 9a) Illegal possession, including illegal use or experimentation, of any controlled substance, other than marijuana, to include narcotics, steroids, ecstasy, or other controlled drugs within the

last three (3) years from date of application. (NOTE: Illegal possession and use of a prescribed drug is covered in the next section).

- 19) (moved from 9a) Failure to supply required documents by the deadline established by the Commission.

- 20) (moved from 9a) Failure to schedule or successfully complete any portion of the Commission's required examinations by the deadline established by the Commission.

- 21) (moved from 9a) Violation of any Commission rule, regulation, policy or directive.

- 22) (moved from 9a) Dishonesty and/or integrity issues.

- 23) (moved from 9a) Previous application for an Aurora Civil Service position and subsequent disqualification for failing the Substance Abuse Screening, Job Suitability Assessment or Background Investigation within a 12-month period from the date of the original disqualification letter. Effective for disqualifications made after August 9th, 2014.

10. DISQUALIFICATION NOTICE. The Commission shall notify any applicant whose application has been disqualified during the application, testing and/or review processes in writing, by e-mail, or as otherwise determined by the Commission, and shall identify the Commission Rule(s) for such disqualification.

11. APPEAL OF DISQUALIFICATION. An applicant disqualified for reasons under Section II Rule 7, Minimum Qualifications for Original Appointment, and Section II 9B, Grounds for Disqualification of Original Applicants, may file an appeal with the

Commission. Appeals will not be considered for disqualifications under Section II, Rule 9A. The appeal procedure shall be as follows:

- a. The applicant shall request in writing that the Commission reconsider his/her disqualification. The request for reconsideration must include any pertinent documentation that the applicant desires to be considered for mitigation by the Commission. The request for reconsideration must be received in the Commission office no later than seven (7) business days from the date of the Commission's notice of disqualification.
- b. Upon receipt, the applicant's request for reconsideration will be processed expeditiously. The applicant shall be notified in writing, via e-mail, or as otherwise determined by the Commission of the FINAL decision of the Commission. There shall be no further appeals to the Commission.
- c. If the outcome of the appeal is favorable to the applicant, the applicant will be allowed to continue in the testing process based on the requirements of the department.
- d. Nothing in this paragraph shall be construed to guarantee an appointment to any academy class.

