



STATE OF COLORADO
invites applications for the position of:
Police Officer I at RRCC
This position is open only to Colorado state residents.

CLASS TITLE: POLICE OFFICER I

LOCATION: Jefferson County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Red Rocks Community College, 13300 West 6th Avenue, Lakewood, CO 80228

SALARY: See Position Description

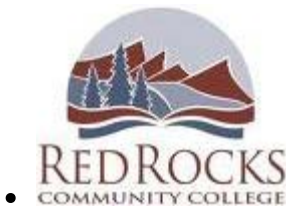
HIRING PAY RATE: Starting Salary: \$3,707.00 per month (effective July 01, 2015 the starting salary will be \$3,746.00 per month)

OPENING DATE: 06/16/15

CLOSING DATE: 06/19/15 04:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



This position is open only to Colorado state residents

GJL-000144-06/15

Note: This position is considered essential personnel, requiring being on duty to perform emergency services of the agency without delay and/or interruption and rotates shifts as needed. You must be willing to accept working varying hours as needed to be considered for position.

DESCRIPTION OF JOB:

Job Duties: *Your application must provide a detailed description of your relevant work experience in relation to the following duties:* This full-time position is located with the Campus Police Department at Red Rocks Community College. Position is responsible for enforcing state criminal statutes, ordinances, state liquor codes, fire codes and HAZMAT safety rules and regulations, college rules, regulations, and policies. Primary duties and responsibilities include: patrol the Lakewood and Arvada Campus daily to ensure a safe campus and property. Conduct vehicle and foot patrol for detection of criminal activity at each campus. Respond to calls for service given by a communications person. Investigate and gather evidence at crime scenes, establish control of situations, enforce criminal and traffic related laws. Position responds to medical aid, emergencies, performs first aid, coordinates and requests Fire Department assistance; and prepares and submits required medical aid reports. Investigate crimes occurring on campus and traffic crashes. Issue citations and verbal warnings. Detain, question, and process offenders for arrest. Prepare, file, and execute search and/or arrest warrants. Utilize two-way radio system to dispatch/monitor/communicate with others in the department. Gather evidence for

prosecution of cases and prepare written reports for documentation. Testify in court and community presentations on safety and crime prevention methods or programs. Keep information confidential, attend and participate in various training sessions, and remain current on new or revised state, municipal, and federal criminal and traffic laws, college policies and regulations. Interact with faculty, staff and students daily. Train newly recruited officers through the PTO Program. Deliver security escorts for Child Care offices, Cashier's Office, Cafeteria, Student Life, and Early Childhood Development Office; provide personal safety escorts for faculty, students and staff as needed. Position maintains proficiency in mandatory minimum skills training as required by Colorado Police Officer Standards and Training (POST), and practices proactive policing.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: Possession of current Colorado P.O.S.T certification **AND** one year of law enforcement experience, which included patrolling, apprehending, arresting and enforcing criminal and civil laws. Please submit a copy of your P.O.S.T. Certification with the application.

Necessary Special Requirements: Must be at least 21 years of age; possess a valid Colorado Driver License and no:

- Felony convictions
- Domestic violence convictions
- Acquiring more than seven points in the last year and/or more than 12 points within the last two years on a driver's license.
- Alcohol/drug related traffic convictions in the last three years and repeat alcohol/drug convictions after the age of 18 within the last ten years.

Note: Positions are subject to a background investigation in accordance with the administrative procedures of the State Personnel Director. Physical and psychological evaluations are required in accordance with section 24-31-303 (5) (b), C.R.S. which will include a polygraph interview, fingerprint check and drug screen.

Substitutions: None

Preferred Requirements: *Please provide a detailed description on your application of your relevant work experience and document examples of your work in relation to the following:* Strong oral and written communication skills. Variety of policing experience. Experience and ability to work with diverse groups of people. Understand and determine appropriate rules and regulations from various sources. Attention to detail. Basic computer knowledge. Familiar with interrogation techniques, A degree in Criminal Justice from an accredited institution. Familiar with HAZMAT safety rules and regulations. Familiar with CAD computer system. Familiar with ARMS law enforcement software. Prior experience testifying in court.

Conditions of Employment: The Background investigation is part of the exam process. You must pass the initial review to continue in the examination and interviewing process.

After a conditional offer of employment is made, prospective employee will be required to submit to and satisfactorily pass a polygraph examination, physical and psychological examinations by a doctor or health care facility which is selected or approved by Red Rocks Community College Campus Police Department in order to determine whether or not a prospective employee can perform the essential functions of the job.

Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

This position requires the individual to exert or lift in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. It also requires seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Important Note To Applicants: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this information on your completed application.

All state classified employees must be hired and promoted through a comparative analysis process. Part or all of the analysis for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. Applications may also be used to assess and rank applicants who meet the minimum requirements, cut to a top group or establish an eligible list for referral to the position.

Be sure your application material specifically addresses your qualifications, experience and accomplishments as they relate to the duties, minimum qualifications, substitutions, and preferred qualifications listed. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

For information regarding Red Rocks Community College Security, including crime statistics for the campus and surrounding area, please see the RRCC Police website:

<http://www.rrcc.edu/police/crimereport.html>. For a hard copy report please contact 303-914-6494.

Equal Opportunity Employer: *Red Rocks Community College does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, pregnancy status, genetic information, age or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 503 & 504 of the Rehabilitation Act, VEVRAA, Age Discrimination Act, and Title II of the ADA.*

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Community College System, Attn. Human Resources, 9101 E. Lowry Blvd., Denver, CO

80230

DEPARTMENT CONTACT INFORMATION:

Jacqui Oakley 303-914-6299

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GJL-000144-06/15
 POLICE OFFICER I AT RRCC
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Police Officer I at RRCC Supplemental Questionnaire

- * 1. Are you willing and able to submit to a comprehensive pre-employment background check, pre-placement physical, and a pre-placement psychological assessment as a condition of hire?
☐ Yes ☐ No
- * 2. This position is considered essential and requires on-call status: as a condition of employment, successful candidate must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak or other hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Are you willing to comply with this requirement?
☐ Yes ☐ No
- * 3. This position requires applicants to possess and maintain a current/valid Colorado driver's license. You must list the number and expiration date below.
- * 4. This position requires POST Certification in Colorado. Please provide your POST number, date received, name of Police Academy and expiration date.
- * 5. Please explain your law enforcement experience. Please include the length of your experience and the duties you performed.
- * 6. This position requires you to exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. It also requires seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening person to defend oneself or prevent injury. Are you will and able to meet these essential functions?
☐ Yes ☐ No
- * 7. Have you ever been terminated or resigned in lieu of termination from a place of employment? If yes, please explain.

* 8. Are you willing and able to work varying shifts as needed?

☐ Yes ☐ No

* Required Question