

# Red Rocks Community College Law Enforcement Academy Application Packet



**Application must be completed in its entirety. Incomplete applications will be NOT be accepted.** Veterans and active duty military personnel with special circumstances (e.g. upcoming deployments, drill requirements, disabilities, etc.) are welcome and encouraged to communicate these, in advance if possible, to the Director of the Law Enforcement Academy.

Fall Academy Applications Due	June 15
Spring Academy Applications Due	November 15

## **Course Length and Times:**

The intensive 39-college credit program is 18 weeks in length. Classes meet from 8:00 a.m. to 5:00 p.m. Monday-Friday. There will be a few select classes held in the evening and on Saturdays.

## **Program Cost:**

For Colorado residents, tuition and fees for the academy will be approximately \$7,804\* (with COF applied). Nonresident tuition, please contact the Cashier's Office and financial aid is available for eligible students. Information is available at [www.rrcc.edu/finaid](http://www.rrcc.edu/finaid). Please contact RRCC Financial Aid directly with any further questions at 303-914-6256. In addition, each cadet/student must purchase books (approximately \$300), his or her own handgun, duty belt, flashlight, handcuffs, and other miscellaneous equipment. Incidental costs during the academy include \$150 for the POST test, \$39.50 to be fingerprinted, \$35 (approx.) for your certified background check, \$13.00 for a CBI name check and approximately \$70-80 for a CPR/First Aid class for cadets/students without current cards. **There is a \$50 cost for your Oral Board selection process- go to the LEA website: "How to Apply to LEA: Individual" list of requirements & link.**

*\*Tuition and fees are subject to change, usually after July 1st each year.*

## **Requirements:**

Applicants must be a minimum of 21 years of age, possess a high school diploma or GED, and complete an assessment test (CCPT) to determine reading and writing skills level if you have not completed college English. Applicants must provide a copy of their Colorado driving record (and/or other driving record if not a Colorado resident for 5 years), Colorado driver's license, a criminal history check from the Colorado Bureau of Investigation (CBI), a background check, and resume.

## **Process:**

Complete RRCC online application and sign up for COF (College Opportunity Fund) at [www.rrcc.edu](http://www.rrcc.edu). Completed application and required documentation must be obtained (see checklist on next page) **as soon as possible** once the application process has been opened (check the police academy [LEA] website). Applicants who meet the minimum requirements and **complete** the application packet may be eligible for an Oral Board Interview process, the last step in the application process. **At the time of the Oral Board, paper and electronic copies must be available on the date of the interview process.**

**Oral Board Interviews:**

Oral boards will be conducted as scheduled by the Director. There will be limited oral board dates with few or no alternative dates! Plan to attend the scheduled date/time.

**Restrictions:**

Items that may exclude students from acceptance into the academy include: moving vehicle violations (DUI, DMV suspension, reckless driving, etc.) in the last 3-5 years; certain misdemeanor convictions; a conviction of any felony or crime of moral turpitude; recent drug use; or academic assessment scores (below college entry level). **If you have been charged with a crime other than a traffic offense**, obtain court records as soon as possible indicating the disposition of the case, and submit the disposition with your application to the Academy Director.

**Submit everything listed below as the application packet. Further explanations of items are listed below the checklist.**

<b>CHECKLIST FOR APPLICATION PACKET</b> <i>(See below checklist for details about each item)</i>	
_____	Submit an RRCC college application (get a student "S" number)
_____	Complete the RRCC Academy Application
_____	Complete Applicant Questionnaire
_____	Background check
_____	Receipt from CBI for CBI name search request
_____	Receipt from either Identogo or Colorado Fingerprinting for fingerprint submission
_____	Colorado motor vehicle record & any other DMV record within 5 Years
_____	CCPT Assessment scores (if required)
_____	Resume with 5 years of work history
_____	3 letters of reference (covering approximately the prior 5 years)
_____	Copy of high school diploma/GED (or records, see below)
_____	Copy of any non-certified college transcripts (if applicable)
_____	Copy of valid Colorado driver's license (Front/Back enlarged to 3x5)
_____	4x6 photo headshot (current)
_____	Copy of Military DD214 (if applicable)
_____	Non-US Citizen (please contact Academy office for required documents)

**Submit Application to RRCC:**

You will need to have an S number to enroll in classes with RRCC, including the Law Enforcement Academy. Follow this link to be taken to the application: <https://rrcc.elluciancrmrecruit.com/admissions/pages/welcome.aspx>.

**Complete the RRCC Academy Application:**

Follow this link to fill out your basic demographics and contact information:

[https://www.rrcc.edu/sites/default/files/u3304/18SP%20Application%201\\_0.pdf](https://www.rrcc.edu/sites/default/files/u3304/18SP%20Application%201_0.pdf).

**Complete the Academy Questionnaire:**

Follow this link to complete the questionnaire: <https://www.surveymonkey.com/s/TKZB2CH>.

**Background Check:**

You must complete a "Castle Branch" background check as part of your application to the Law Enforcement Academy.

You can complete the background check at: <http://cccs.castlebranch.com/comm-college-red-rocks.html>

*Agency sponsored applicants do not need to complete this check, but please provide results from the agency's own check.*

If you have any questions regarding the background check, please contact Customer Experience department at: 888-723-4263. A copy of the results must be in your application packet!

**CBI Name Search receipt:**

Complete the enclosed Public Request for Arrest Information form and submit it to CBI, 690 Kipling, Suite 3000, in Lakewood. CBI is open from 8 a.m. to 5 p.m. Send results to Director Mark Beluscak at Red Rocks Community College Law Enforcement Academy, not to your home. Include the receipt from CBI, taped to a blank sheet of paper, with your application packet. Print your name on the receipt.

*See attached request and payment forms at the end of this document.*

**CBI Fingerprint receipt:**

This is required for both individuals and agency sponsored. See attachment at the end of this document for instructions on fingerprinting.

**\*\*Note:** RRCC Police Department no longer offers fingerprinting services.

**Motor Vehicle Driving Record:**

Apply in person at the Colorado Department of Motor Vehicles, 1881 Pierce Street, Lakewood, or at any full-service office. The record does not have to be an official copy but does need to come from the DMV. Approximate cost: \$5.00

**\*\*If you were not a resident of Colorado for the last 5 years, include your prior state or country driving record in "addition" to the Colorado driving record!**

**CCPT Assessment Test:**

Please submit an application for admission to Red Rocks Community College online before you take the CCPT test in the Assessment Center. *Required minimum placement is into MATH 120 and ENG 121.*

The CCPT test is offered at the RRCC Assessment Center (303-914-6720). Please check the website [www.rrcc.edu/assessment/](http://www.rrcc.edu/assessment/) for testing times and contact information for questions. No appointment is needed, the exam is computerized, and the test is free. Allow approximately two hours to complete the exam.

Colorado ACCUPLACER tests taken within the last year are acceptable \*\*\*The CCPT exam may be waived if the applicant possesses an Associate's degree, Bachelor's degree, or higher, OR if you received a "C" or better in an equivalent English 121 and Math 120 or higher class in the recent years.

**Resume and Letters of Recommendation:**

Include (1) current phone number and address, (2) five years of work experience and education, (3) indicate all schools attended and degree earned, if applicable, and (4) attach three letters of reference. These letters need to be from persons who have known you for 5 years or more. IF this requirement is not possible, please contact the Academy Director by email.

**Copies of:**

1) Copy of high school diploma or equivalent

- POST requirement: If your high school education is from another country, you must have your education evaluated by an approved US Department of Education credential evaluation service provider. Follow these links for more information: <http://www.naces.org> or <http://www.aice-eval.org>
- POST requirement: copy of high school diploma or GED (if a college transcript is submitted in lieu of a high school diploma or GED the process for certification may be delayed, as POST must contact the college to ensure at the time of acceptance into college that they required the student to have a high school diploma or GED).

2) Official non-certified college transcripts and diplomas (if applicable)

3) Current Colorado driver's license (enlarged to 3x5)

4) Headshot (4x6)

5) Copy of Military DD-214 (if applicable)

**Costs:**

In addition to the tuition and fees, miscellaneous expenses will include the following:

- Background/Name/Fingerprint Checks: There is a fee associated with each check required for entrance to the LEA.
  - CBI Name Search is \$13 (request and payment forms attached)
  - Castle Branch Background Check is around \$40 (Individual applicants only)
  - Fingerprinting is around \$40
- Equipment: Included, but not limited to – books, handgun, duty gear, handcuffs, flashlight, etc.
  - An equipment list is linked on the website
- POST Test: State certification exam may be offered by Colorado POST at the end of the academy. Cost: \$150
- CPR/First Aid Class: A current CPR/First Aid card is required to take the POST exam. The CPR/First Aid certification must meet Colorado POST requirements. Red Rocks offers this class throughout the year, and cadets must obtain certification before the end of the Academy. Approximate cost: \$70-80. If enrolled in the police academy, you may be required to have this card by the academy mid-term date!

## **POST APPLICANT PROCEDURE FOR OBTAINING A FINGERPRINT-BASED CLEARANCE**

Revised – October 2018

Per Colorado POST Rule 14 – Fingerprint Based Criminal History Record Check, in order to enroll in any POST-approved peace officer training program, or to be permitted to sit for the POST certification examination, all applicants must submit fingerprints.

Per § 24-31-304(3) C.R.S. (2005), it is the applicant's responsibility to provide CBI with the completed card and payment for the state and national fingerprint-based criminal history record check. (Applicants may choose to submit prints using an authorized vendor. See CABS information, attached.)

Upon receipt of the fingerprints and payment for the costs, CBI shall conduct a state and national fingerprint-based criminal history record check utilizing records of CBI and the Federal Bureau of Investigation (FBI). The POST Board shall be the authorized agency to receive information regarding the result of a national fingerprint-based criminal history record check.

Per § 24-31-305(1.5)(a) (2005), the POST Board shall deny certification to any person who has been convicted of a felony or certain misdemeanors after July 1, 20010. These misdemeanors are listed in § 24-31-305(1.5)(b) through (h) (2005). **The statutory definition of conviction for these purposes include: Deferred judgment and sentencing agreement or deferred sentencing agreement, whether pending or successfully completed; Deferred prosecution agreement, whether pending or successfully completed; or A pretrial diversion agreement, whether pending or successfully completed. Juvenile adjudications/record is not considered a conviction. For questions about criminal convictions, please contact POST.**

The procedure for submitting an applicant fingerprint card is as follows:

1. Take POST provided fingerprint card to a law enforcement agency to roll your prints.
2. The law enforcement agency will roll the applicant's fingerprints and charge any required fee for the process to the applicant. Live Scan may be used, but prints must be printed on POST card.
3. The applicant will forward the completed fingerprint card to **CBI**, accompanied by a certified check or money order, provided by the applicant and made out to **CBI** in the amount of **\$39.50** (CBI does not accept personal checks).

Send completed cards to: **Colorado Bureau of Investigation  
Attention: Fingerprint Identification  
690 Kipling, Suite 3000  
Denver, CO 80215**

**\*\*\*DO NOT MAKE THIS CHECK OUT TO POST - -  
DO NOT SEND THE FINGERPRINT CARD TO POST\*\*\***

4. CBI and FBI will notify POST directly of any criminal conviction. If a conviction is determined to prevent the applicant from becoming certified, POST will notify the applicant or the academy of such information. If enrolled in an academy, the academy shall take appropriate measures to immediately dismiss the person from the academy.
5. CBI will notify POST of any person convicted of a criminal charge after the national criminal history check has been completed. POST will take immediate action to deny or revoke peace officer certification upon conviction of a felony or recognized misdemeanor.

The national criminal history record check takes 2-3 weeks to complete. It is to the applicant's advantage to complete and submit the POST fingerprint card in a timely manner.

For questions concerning POST Rule 14 and the fingerprinting process, please call 720-508-6721.

**APPLICANT**

\* See Privacy Act Notice on Back

FD-258 (REV. 3-1-10) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

**Full signature of applicant**

RESIDENCE OF PERSON FINGERPRINTED

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS



POST - Dept of Law  
1300 Broadway, 9th Floor  
Denver CO 80203

REASON FINGERPRINTED

Law Enforcement Licensing  
must be submitted by a Law  
Enforcement Agency 24-31-303(1)(F),  
CRS and 24-31-304(3) CRS

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME FIRST NAME MIDDLE NAME  
**Must have full name including middle. If no  
middle, write "NMN."**

FBI LEAVE BLANK

**Circle FBI**

ALIASES AKA  
**Other names  
including former  
names and nicknames**

O  
R  
I

COCB0000  
COLORADO B OF I  
DENVER, CO

CITIZENSHIP CTZ

SEX

RACE

HGT.

WGT.

EYES

HAIR

DATE OF BIRTH  
Month Day YearDOB  
Year

PLACE OF BIRTH

POB

YOUR NO. CONCJ1995

~~XXXXXXXXXX~~

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

REF

**THESE BLOCKS MUST BE COMPLETED TO PROCESS THE CARD:****SEX:** M or F only**RACE:** Letters only (Asian-A, Pacific Islander-PI, Black-B, American Indian-I, White or Hispanic-W, Unknown-U)

1 R THUMB

2 R INDEX

3 R MIDDLE

4 R RING

5 R LITTLE

**HGT:** Three digits only (i.e. 6 ft 10 inches = 610)**WGT:** Two or three digits only**EYES:** Blue-blu, Brown-brn, Black-blk, Red-red, Gray-gry, Green-grn, Hazel-haz, Multi-mul**HAIR:** Blond-bln, Brown-brn, Black-blk, Red-red, Bald-bal, Gray-gry, White-wht

6 L THUMB

**DOB:** Must be in the order given - Month, Day and Year

9 L RING

10 L LITTLE

**POB:** Must show city and state (Denver, CO)**Fill in all required areas of the card.**

**Fee for POST search is \$39.50. Payment in the form of a certified check or money order must be  
made out to CBI (Colorado Bureau of Investigation). NO PERSONAL CHECKS WILL BE ACCEPTED.**

**For further questions, call the information line at 303-239-4201.**

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L THUMB

R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY



## **CABS Fingerprinting Alternative**

CBI has implemented the new Colorado Applicant Background Services (CABS) program in response to SB 17-189. These changes became effective September 24<sup>th</sup>, 2018. **POST is EXEMPT from the CABS fingerprint program**, and CBI will continue to process fingerprint cards for POST background checks. However, CABS vendors can be utilized as an alternative to using fingerprint cards.

All academy applicants, renewal applicants, and provisional applicants must submit fingerprints, and may order fingerprint cards *or* obtain cards from academies and submit physical cards.

Alternately, applicants may, if they choose, register and set an appointment with the following CABS vendors. **Please confirm availability of this option with your academy prior to setting an appointment.**

Idemia (dba Identigo) <https://uenroll.identigo.com/> , 844-539-5539

*(The vendor American Bioidentity (dba Colorado Fingerprinting) will likely be added at a later date, but is NOT yet authorized to provide this service.)*

Applicants *may* complete the following steps to submit fingerprints:

- Register online at the vendor site and set an appointment for fingerprinting. Applicants will use this link and enter the service code as the first step to register and set their appointment:  
**[Peace Officer Stds and Training-P.O.S.T. Board](#)**  
**Service code: 25YH81**
- Provide payment via credit/debit card for both the fingerprinting fee of \$10.00, and CBI's processing fee of \$39.50. After payment, the applicant will receive an Order ID used to identify the applicant at their appointment.
- Applicant will provide a photo ID and their Order ID at time of appointment.
- Livescan prints, digital photo of the individual, and digital signature will be submitted to CBI.
- Submission by vendor may offer an advantage in speed of processing, but it is entirely optional.

**Out-of-state** applicants will either:

- Enroll online and schedule an appointment with the vendor in their state, if available (Identigo has locations in several other states.).  
**OR**
- If there is no location in their state, the applicant will order a physical card from Colorado POST, and submit the physical card to CBI, per instructions provided with the card.

Please feel free to contact POST with any questions. Thank you.



# COLORADO Bureau of Investigation

Department of Public Safety

IDENTIFICATION UNIT | 690 Kipling Street, Suite 4000 | Lakewood, CO 80215 | (303) 239-4208 | [www.colorado.gov/cbi](http://www.colorado.gov/cbi)

## Public Request for Criminal History Record Information

Please type or print clearly | \$13.00 per name (no personal checks) | Reply will be mailed in 3-5 business days

Please call (303) 239-4208 with any inquiries. Discrepancies must be reported within 30 days.

### NAME TO BE CHECKED

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth (required): \_\_\_\_\_

Gender (optional):

☐

MALE

☐

FEMALE

Social Security Number (optional): \_\_\_\_\_

MM/DD/YYYY

### SEND REPLY TO

Red Rocks Community College, LEA, Attn: Mark Beluscak, Director

Name of Business and/or Person \_\_\_\_\_

13300 West 6<sup>th</sup> Avenue, Box 34

Street Address or P.O. Box  
Lakewood

CO

80228

Apt/Unit Number  
303-914-6464

City

State

ZIP Code

Applicant Phone Number  
\_\_\_\_\_

### PURPOSE FOR REQUEST

☒ Public Request/General Inquiry

☐ Emergency Medical Technician

☐ Security Guard

☐ Housing

☐ P.O.S.T. Board

☐ Adoption

☐ Visa / International Travel

☐ Immigration

☐ Guardian/Conservator

### NOTARIZING

Do you need the response notarized?

☐

YES

☒

NO

Notarizing may add up to three business days to your processing time.

### PLEASE READ AND SIGN BELOW

The record you may receive is for lawful use only and summarizes information sent to the Colorado Bureau of Investigation from fingerprint contributors in the state of Colorado. Unless fingerprints accompanied your inquiry, the Colorado Bureau of Investigation cannot guarantee this record relates to the person in whom you have an interest. If the disposition is not shown, or further explanation of an arrest charge or disposition is desired, that information may be obtained from the agency who furnished the arrest information. Only the court of jurisdiction or the respective District Attorney's office wherein the final disposition occurred can provide an official copy to any specific disposition. State law governs access to sealed records. Because additions and deletions to a criminal history record may be made at any given time, a new inquiry should be requested when needed for subsequent use. Any report received from the Colorado Bureau of Investigation as the result of this inquiry shall not be used for the direct solicitation of business for pecuniary (monetary) gain.

X

Signature of Requesting Party (required per State law)



## IDENTIFICATION UNIT

### COLORADO DEPARTMENT OF PUBLIC SAFETY CREDIT CARD AUTHORIZATION FORM

BLUE INK PLEASE

I authorize you to bill my credit card account for \$ \_\_\_\_\_

\*If you miscalculate the "total amount due", your card will automatically be billed the correct amount. Please check your invoice when your statement arrives for the actual amount billed to your card.

**No Charge Backs or Refunds  
All Sales Final**



Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Signature