



SHERIFF

ADAMS COUNTY

SHERIFF GENE R. CLAPS

INTERNAL ANNOUNCEMENT

P.O.S.T. ACADEMY CADET TRAINING DIVISION

##

Details regarding the process are as follows:

REQUIREMENTS

To be considered for the position, candidates must: be at least 21 years of age prior to the conclusion of the P.O.S.T. Academy; possess a high school diploma or GED; not have any felony convictions; and not have any misdemeanor convictions that would affect certification by P.O.S.T.

APPLICATION PROCESS

To apply for this position, you must submit the following items:

- **Resume** which includes your education, professional experience and training.
- **Application** via the NEOGOV system. [Click here](#) to submit. Your letter of interest and resume must be attached to the application in NEOGOV.

ELIGIBILITY LIST

An eligibility list will be established at the conclusion of the selection process. This list will be used to select candidates for current Academy only. This list will expire one year from the date of issue or at the discretion of the Sheriff.

PHASES OF SELECTION PROCESS:

Academy Cadet

Phase 1 Written Examination:

Candidates will take a written exam through National Testing Network (NTN).

Phase 2: Physical Ability Course (PAC) Assessment:

Candidates must successfully complete all events within the PAC. The course description and diagram are attached to this announcement.

This phase is pass/fail. Candidates must complete the course in 1 minute, 57 seconds or less in order to continue on in the selection process. NOTE If extenuating circumstances exist, the Administrative Services Director may allow a candidate to re-test.

Phase 3: Additional Points:

- Physical Fitness (40 points possible): Candidates will be required to demonstrate his/her level of physical fitness. Points will be allocated according to the ACSO Physical Fitness Assessment point matrix. Participation in this phase is mandatory for all candidates.
- Education (20 points possible): Candidates may receive points based on their level of education. Any degree or credit hours must be from an accredited college or university.
- Military/Veteran's Preference (20 points possible): Candidates may receive points based on their military service.

Phase 4: Interview:

Top ranking candidate will be interviewed to determine their suitability for the Academy Cadet position.

Phase 5: Background Investigation:

A full background will be conducted on top ranking candidates, and may include: integrity interview, Computer Voice Stress Analysis (CVSA), 2 phase psychological exam, physical exam.

NOTE: Appointment to the position of Deputy is contingent upon the following components:

- Successful completion of:
 - Peace Officer's Standards and Training Academy
 - State of Colorado Basic Peace Officer's Certification Written Examination (POST test)
 - Availability of positions

TESTING NOTIFICATIONS BY THE HUMAN RESOURCES SECTION WILL BE SENT THROUGH THE ADAMS COUNTY SHERIFF'S OFFICE E-MAIL SYSTEM.

Internal transfers require an incredible amount of agency resources from both the Human Resources Unit, to the individual Divisions that will be affected by the transfer. Once an applicant is selected for placement, no transfer requests will be considered until completion of training unless related to a statutory claim (i.e. FMLA, ADA, Title VII, etc.). After completing training in the new assignment, a transfer request can be submitted but all such requests will be evaluated on the needs of the agency at the time of the request.

Cadence Push-ups	Sit ups in one minute	Sit and Reach	1.5 Mile Run/Walk
25+ = 10 points	42+ = 10 points	21" = 10 points	14:02 or faster = 10 points
23 to 24 = 9 points	38 to 41 = 9 points	19 ¼" = 9 points	14:20 to 14:03 = 9 points
21 to 22 = 8 points	35 to 37 = 8 points	17 ½" = 8 points	14:38 to 14:21 = 8 points
19 to 20 = 7 points	31 to 34 = 7 points	15 ¾" = 7 points	14:57 to 14:39 = 7 points
17 to 18 = 6 points	28 to 30 = 6 points	14" = 6 points	15:15 to 14:58 = 6 points
15 to 16 = 5 points	24 to 27 = 5 points	12 ¼" = 5 points	15:34 to 15:16 = 5 points
13 to 14 = 4 points	21 to 23 = 4 points	10 ½" = 4 points	15:52 to 15:35 = 4 points
11 to 12 = 3 points	17 to 20 = 3 points	8 ¾" = 3 points	16:10 to 15:53 = 3 points
9 to 10 = 2 points	14 to 16 = 2 points	7" = 2 points	16:28 to 16:11 = 2 points
6 to 8 = 1 point	10 to 13 = 1 point	5 ¼" = 1 point	16:47 to 16:29 = 1 points

- **Education** (20 points possible): Candidates may receive points based on their level of education. Any degree or credit hours must be from an accredited college or university. Points will be awarded from one of the areas below:

Thirty (30) semester credit hours	5 points
Associates degree <u>or</u> more than 30 credits	10 points
Bachelor's degree	15 points
Master's degree	20 points

- **Military/Veteran's Preference** (20 points possible): Candidates may receive points based on their military service. Candidates must provide a DD214 (long form) showing honorable discharge or current reserve status to be eligible for points. A maximum of 10 points will be awarded in the military category:

MILITARY SERVICE	
Minimum of 2 years and less than 4 years of either Reserve or full-time service	5 points
4 years or more of full time service	10 points
VETERAN'S PREFERENCE	
180 or more consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on a future date prescribed by Presidential proclamation or law as the last date of Operation Iraqi Freedom, OR between August 2, 1990 and January 2, 1992, OR 180 or more consecutive days,	5 points

any part of which occurred after January 31, 1955 and before October 15, 1976, OR in a war, campaign or expedition for which a campaign badge has been authorized or between April 28, 1952 and July 1, 1955.	
If you served at any time, and you have a service connected disability, OR received a purple heart.	10 points

- **ACSO Explorer participation** (10 points possible): Candidates may receive points based on their participation in the ACSO Explorer Program. Current ACSO Explorer in good standings will be awarded points based on a minimum of 3-months participation with the program. Points will be awarded from the areas below:

Current Explorer with a minimum of 3 months participation	10 points
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- **ACSO Employee Appraisal** (15 points possible): Candidates may receive points based on their work performance as an employee with the Adams County Sheriff’s Office. Human Resources will review the most current Performance Appraisal ratings to award points. Points will be awarded from one of the areas below:

Performance rating between 3.00 to 3.66	5 points
Performance rating between 3.67 to 4.33	10 points
Performance rating between 4.34 to 5.00	15 points

- **ACSO Employee Years of Service** (20 points possible): Candidates may receive points based on their years of service. Human Resources will use the accruals scale to award points for years of service with the Adams County Sheriff’s Office. Points will be awarded from one of the areas below:

Years of service 0 to 2	5 points
Years of service 2 to 5	10 points
Years of service 5 to 10	15 points
Years of service 10 and up	20 Points

To receive additional points in any of the mentioned categories, candidates must complete the Points Form and submit to Human Resources, along with supporting documentation.

PHYSICAL ABILITY COURSE

DESCRIPTION

The test will require a candidate to complete several physical tasks in sequence within an allotted time frame. All applicants will be given an orientation and walk through prior to taking the test. Candidates should be sure to proceed through the test safely. No one will be allowed to take the test unless he/she is fully aware of what he/she is expected to do.

TEST EVENTS

Each event listed below corresponds to a particular point on the attached map.

1. **Physical Description:** A test monitor will give the candidate verbal instructions to pursue a fleeing suspect/inmate (which is fictitious) by providing a description of what the suspect/inmate looks like (for example, a Caucasian male about 6 feet 5 inches in height with short black hair). Finally, the test monitor will tell the candidate to "GO." The candidate must then complete the following physical tasks.
2. **Run down stairs:** The candidate must begin their pursuit running down a flight of stairs. Timing begins when the candidate is told to "GO."
3. **Run (250 yards):** The candidate must continue the run a distance of about 250 yards (the approximate length of the entire course), encountering obstacles along the way.
4. **Fence Climb (about 5 feet, 11 inches tall):** Candidates will run to the next obstacle, a 5'11" wooden fence, and climb over the top of it. The candidate is instructed to first attempt to get over the fence without the use of a foot-hold, but then to use the foot-hold on second and subsequent attempts to get over the fence.
5. **Obstacle Jump:** Candidates will then run to and jump over an approximately 5-foot wide obstacle.
6. **Low Crawl:** Candidates will then run to a tunnel and crawl through it.
7. **Obstacle Course:** The candidate must maneuver, in a zig-zag manner, around obstacles (which are traffic cones positioned on the ground).
8. **Window Climb:** Then, the candidate will climb through an approximately 36 inch by 34 inch opening with the bottom of the opening located approximately 42 inches from the ground.

9. **Chain-Link Fence Climb (about 4 feet tall):** Candidates will run to the next obstacle, a 4-foot chain link fence, and climb over the top of it.
10. **Fence Climbs (two 3 foot, 5 inch tall fences):** Candidates will run to the next obstacles, two 3 foot 5 inch high wooden fences, and climb over each of them.
11. **Inmate/Suspect Move (approximately 165 lbs.):** The candidate will run to the dummy representing an inmate or suspect and will drag the dummy completely past a line 20 feet away. Timing of the test stops when the entire dummy passes over the line.

CRITERIA FOR PASSING THE COURSE

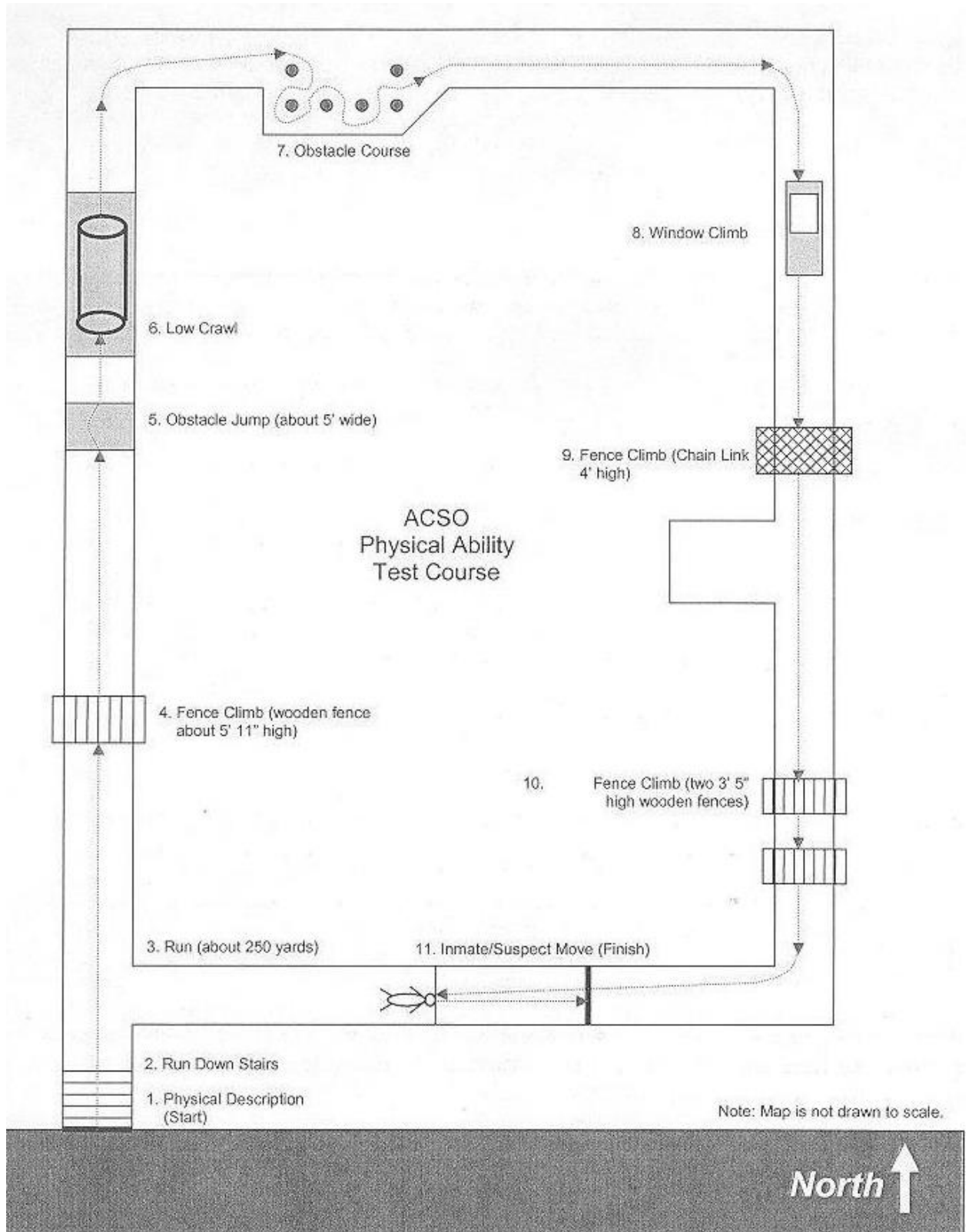
Candidates must successfully complete all events in 1 minute and 57 seconds or less.

WHAT TO WEAR

Candidates should wear the following during the test:

- Tennis shoes (sport shoes or sneakers) are recommended.
- Long pants are required (this is for safety reasons; candidates who are wearing shorts will not be allowed to take the examination) Sweat pants are acceptable.
- Candidates should NOT wear watches, rings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.

PHYSICAL ABILITY COURSE MAP



MISDEMEANORS WHICH WILL AFFECT POST CERTIFICATION

Colorado law gives the P.O.S.T. Board the authority to deny or revoke the certification of any Colorado certified peace officer when they are convicted of any felony. The Board may also deny, revoke, or suspend the certification of any Colorado peace officer who has been convicted of certain specified misdemeanors. Those specific misdemeanors are enumerated below. For further details on the Board’s authority to affect actions on certification, please refer to Colorado Revised Statutes 24-31-305 and P.O.S.T. Rules # 8 and 9 as contained in the POST Manual.

Colorado Revised Statutes 26-13-126 also allows the State Board of Human Services under certain conditions to coordinate with P.O.S.T. the revocation, denial or suspension of any individual's certification for violation of the Child Support Enforcement Act.

Colorado Revised Statute	Cite
18-3-204	Assault in the third degree
18-3-402	Sex assault
18-3-404	Unlawful sexual contact
18-3-405.5	Sexual assault on a client by a psychotherapist
18-3-412.5	Sex offenders - duty to register - penalties
18-6-403	Sexual exploitation of children
18-7-201	Prostitution prohibited
18-7-202	Soliciting for prostitution
18-7-203	Pandering
18-7-204	Keeping a place of prostitution
18-7-208	Promoting sexual immorality
18-7-302	Indecent exposure
18-7-601	Dispensing violent films to minors
18-8-102	Obstructing government operations
18-8-103	Resisting arrest

18-8-104	Obstructing a peace officer, firefighter, emergency medical services provider, rescue specialist, or volunteer
18-8-108	Compounding
18-8-109	Concealing death
18-8-111	False reporting to authorities
18-8-112	Impersonating a peace officer
18-8-113	Impersonating a public servant
18-8-114	Abuse of public records
18-8-201	Aiding escape
18-8-204.2	Possession of contraband in the second degree
18-8-208	Escapes
18-8-208.1	Attempt to escape
18-8-212	Violation of bail bond conditions
18-8-304	Soliciting unlawful compensation
18-8-305	Trading in public office
18-8-308	Failing to disclose a conflict of interest
18-8-403	Official oppression
18-8-404	First degree official misconduct
18-8-503	Perjury in the second degree
18-8-611	Simulating legal process
18-8-612	Failure to obey a juror summons
18-8-613	Willful misrepresentation of material fact on juror questionnaire
18-8-614	Willful harassment of juror by employer
18-8-802	Duty to report use of force by peace officers

18-9-111	Harassment
18-9-121	Bias-motivated crimes
18-18-404	Unlawful use of a controlled substance
18-18-405	Unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance
18-18-406	Offenses relating to marijuana and marijuana concentrate
18-18-411	Keeping, maintaining, controlling, renting, or making available property for unlawful distribution or manufacture of controlled substances.