



## CITY of GLENWOOD SPRINGS POLICE DEPARTMENT

The City of Glenwood Springs is located at the juncture of the Colorado and Roaring Fork rivers in the heart of the Colorado Rockies. Glenwood Springs is a busy town of 8,000 people that serves as the business center of the rapidly growing Garfield County area. With daily work force and tourist populations, the Police Department services a population of approximately 12,000 to 15,000 people, with that number increasing during the busy summer months.

The Department is aggressive in its pursuit of training and programs, offering Officers participation in School Resource Officer, K-9, Drug Recognition Expert, a multi-jurisdictional drug enforcement program, and a multi-jurisdictional SWAT program, as well as encouraging Officers to achieve Instructor status in law enforcement-related fields.

The Police Department is currently approved for staffing with 27 sworn personnel and 7 civilian employees. The sworn personnel are primarily patrol-oriented, with a strong Detectives Unit supporting criminal investigations. Two Officers are currently assigned as School Resource Officers, with one additional Officer assigned to the Two Rivers Drug Enforcement Team. Patrol personnel are expected to handle a wide variety of call types, and are trained and mentored to become well-rounded Officers with the ability to provide comprehensive service to our community and visitors.

The Department currently allows for hiring of persons with no experience or training, and the accepted applicant will be placed into a Trainee program which can include sponsoring them through the Colorado Law Enforcement Training Academy at nearby Colorado Mountain College. Once hired as a Police Officer, new recruits enter a structured Field Training Program in which they learn and practice the skills necessary to successfully perform the duties of a GSPD Officer. Our focus is community service through quality and skilled personnel who want to make a difference.

Pay ranges from \$35,778 for the Police Academy Trainee with no experience, to salaries of **\$43,593** to **\$67,365** for the Patrol Officer I, II, and III classifications. These wages do not include additional pay available for multiple overtime and training opportunities, as well as court time. The City also provides its employees a competitive benefits program, with an excellent retirement program, insurance options, paid sick and leave time, and a longevity bonus.

*The City and the Police Department are equal opportunity employers and do not discriminate against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action, because of political or religious opinions or affiliations or because of race, color, national origin, sex, age, disability or other factors.*

Dear Applicant,

Please read the below information and comply **completely**. Failure to do so will cause the department to omit your application from further consideration.

1. **Misrepresentation**: Misrepresentation, either overtly or by omission, will cause your application to be disregarded immediately.
2. **Incompleteness**: Incompleteness of information, intentionally or unintentionally, will cause your application to be disregarded. Take your time in completing this application. Too much information is better than not enough.
3. **Address**: At all places in the application form where addresses are required, you must provide complete current addresses, including zip codes. Failure to do this will constitute an incomplete application.
4. **Telephone Numbers**: At all places in the application where telephone numbers are required, you must provide current telephone numbers, including area codes. It is your responsibility to provide this information and failure to do so will constitute an incomplete application.
5. **Documentation**: Certain documents are listed and are required to be submitted with your application. We will accept the initial application without these documents, but they will have to be provided before you will be permitted to take the written test.
6. **Signature**: This application requires you to sign a statement certifying that all of the information contained, herein, is accurate and true, to the best of your knowledge. Failure to sign the application will cause your application to be disregarded.
7. **Release Authorization**: The last page of this application is a form authorizing the release of pertinent information concerning you, the applicant. Failure to sign the release form will cause your application to be immediately disregarded. This form, and your signature must be notarized.
8. **Criminal History**: If you do not have a valid Colorado driver's license, or if you have ever been convicted of a felony, your application cannot be considered.
9. **Suitability for Employment**: Please carefully read the attached job description of the position for which you are applying. Your suitability for employment will be based on your abilities to perform the functions of this position.

**CITY OF GLENWOOD SPRINGS POLICE OFFICER REQUIREMENTS:**

<b>Minimum Age</b>	21
<b>Education</b>	High School Diploma or GED Equivalent
<b>Certification</b>	Colorado POST Certified or certifiable. GSPD currently offers sponsorship to the right candidate through the Colorado Law Enforcement Training Academy at nearby Colorado Mountain College.
<b>Residency</b>	Upon employment, shall reside within a thirty mile radius of Glenwood Springs. Preference is given to Glenwood Springs residents when applicants are otherwise equally qualified.
<b>Physical Standards</b>	No conditions that would prevent the successful performance of required duties as specified by the attached job description.
<b>Vision</b>	No conditions that would prevent the successful performance of required duties as specified by the attached job description.
<b>Other Qualifications</b>	<ol style="list-style-type: none"> <li>1. Must pass all examinations and background checks.</li> <li>2. Must possess a valid Colorado Driver's license, upon employment.</li> </ol>
<b>Probationary Period</b>	One year, minimum.
<b>Testing Procedures</b>	<p><i>Pre-Offer of Employment:</i></p> <ol style="list-style-type: none"> <li>1. Police written examination*  <i>*Not required for current POST-certified applicants.</i></li> <li>2. Physical agility testing</li> <li>3. Informal interview with three staff members</li> <li>4. Formal oral board examination</li> <li>5. Thorough background examination</li> <li>6. Personal interview with the Chief</li> <li>7. Polygraph</li> </ol> <p><i>Post-Offer of Employment:</i></p> <ol style="list-style-type: none"> <li>1. Psychological examination</li> <li>2. Medical examination</li> </ol>



**EDUCATION:**

Circle Highest Grade Completed:

Grade School: **1 2 3 4 5 6 7 8**  
High School: **9 10 11 12**

College: **13 14 15 16**  
Graduate School: **17 18 19 20**

GED Certificate Number: \_\_\_\_\_ Date received: \_\_\_\_\_  
Location taken: \_\_\_\_\_

**Grade School Name:** \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ Graduate? Yes or No

**High School Name:** \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ Graduate? Yes or No

**College Name:** \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ Graduate? Yes or No  
If yes, degree(s) earned: \_\_\_\_\_

Any other schooling? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL DATA:**

Have you ever been employed by the City of Glenwood Springs? **Yes** or **No**  
May we contact your present employer now? **Yes** or **No**  
Have you ever left a job for any reason other than voluntary during the past five years?  
**Yes** or **No** If Yes, what were the circumstances? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LAW ENFORCEMENT EXPERIENCE:**

**EMPLOYER NAME:** \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
Reason for termination: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Job description: \_\_\_\_\_  
Specialized training received: \_\_\_\_\_  
\_\_\_\_\_  
Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

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**EMPLOYER NAME:** \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
Reason for termination: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Job description: \_\_\_\_\_  
Specialized training received: \_\_\_\_\_  
\_\_\_\_\_  
Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

**LAW ENFORCEMENT EXPERIENCE:**

**EMPLOYER NAME:** \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
Reason for termination: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Job description: \_\_\_\_\_  
Specialized training received: \_\_\_\_\_  
\_\_\_\_\_  
Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

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Specialized training received: \_\_\_\_\_  
\_\_\_\_\_  
Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

**OTHER EMPLOYMENT HISTORY:** (Non-Law Enforcement)

**EMPLOYER NAME:** \_\_\_\_\_  
Nature of business: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
Reason for termination: \_\_\_\_\_  
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Job description: \_\_\_\_\_  
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Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

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Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
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Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

**OTHER EMPLOYMENT HISTORY:** (Non-Law Enforcement)

**EMPLOYER NAME:** \_\_\_\_\_  
Nature of business: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
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Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

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Nature of business: \_\_\_\_\_  
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Employer's telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
Reason for termination: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Job description: \_\_\_\_\_  
Specialized training received: \_\_\_\_\_  
Starting pay: \_\_\_\_\_ Final pay: \_\_\_\_\_  
Immediate Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Address: \_\_\_\_\_  
Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact? **Yes** or **No**

**OTHER EMPLOYMENT HISTORY:**

In the event that sufficient space hasn't been provided for all of your past employers please attach additional sheets of paper containing the employment history information for any such employers. Your **entire** employment history must be covered.

**SPECIAL SKILLS, HOBBIES, SCHOOLS OR TRAINING:**

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**PERSONAL CHARACTER REFERENCES:** *(References cannot be relatives)*

1. Name: \_\_\_\_\_ Phone: (    ) - \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Length of time known: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Phone: (    ) - \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Length of time known: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Phone: (    ) - \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Length of time known: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
4. Name: \_\_\_\_\_ Phone: (    ) - \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Length of time known: \_\_\_\_\_ Relationship: \_\_\_\_\_
  
5. Name: \_\_\_\_\_ Phone: (    ) - \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Length of time known: \_\_\_\_\_ Relationship: \_\_\_\_\_

**DOCUMENTS THAT MUST BE INCLUDED WITH THIS APPLICATION:**

1. Copy of your birth certificate, or affidavit.
2. Copy of your high school diploma, or equivalency certificate.
3. Copies of any college degrees.
4. Copies of military discharges and separation papers.

**Can you, with or without a reasonable accommodation, perform all the essential job functions as described on the attached job description? Yes or No**

**NOTICE:**

The City of Glenwood Springs is required by law to perform drug tests on all new hires. If you are a successful applicant, as a member of the Glenwood Springs Police Department, you will be in a position the City has designated as Safety Sensitive, you will also be required to participate in a random drug and alcohol testing program.

**CERTIFICATION:**

I, \_\_\_\_\_, hereby certify that all statements on this application are true, to the best of my knowledge. Misrepresentation, or withholding of, the facts or incomplete information, will be cause for dismissal, or rejection of application from further consideration. I also agree that ALL statements made on this application may be investigated.

\_\_\_\_\_  
Applicant Signature **Date Signed:** \_\_\_\_\_

**Mail completed application to:** **Glenwood Springs Police Dept.**  
**101 West 8<sup>th</sup> St**  
**Glenwood Springs, CO 81601**

**NOTE:** *You must complete the **Release Authorization Form** on the following page.  
Failure to do so will result in disqualification.*

**RELEASE AUTHORIZATION FORM**

I, \_\_\_\_\_, an applicant for a position with the Glenwood Springs (Colorado) Police Department, hereby authorize release of any and all information from any and all sources as to all juvenile, police, medical, personnel, educational, experience, character, financial, and credit records to the Glenwood Springs Police Department for determination of my potential for selection and the possibility of being hired.

\_\_\_\_\_ Date Signed: \_\_\_\_\_  
Applicant Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ My commission expires: \_\_\_\_\_ Notary Public Signature

(NOTARY SEAL):



## CITY OF GLENWOOD SPRINGS

### POLICE OFFICER I

POLICE DEPARTMENT

Police Officer I

JOB CODE: 2113

GRADE: 46

#### GENERAL STATEMENT OF DUTIES:

This is an entry level sworn position responsible for enforcing State and Federal laws and City Ordinances. This position requires both reactive and proactive application of law enforcement authority to protect the health, safety and welfare of the citizens and visitors to the City. Supervision will be through department supervisory personnel through the chain of command, generally through a Patrol Sergeant or other personnel responsible for a patrol shift.

#### EXAMPLE OF DUTIES:

The following examples are intended to be illustrative and not all inclusive. Officers will patrol the City enforcing laws and ordinances related to traffic, criminal and civil violations as authorized by State Statutes governing the powers of sworn officers. Officers will be responsible for the timely and accurate preparation of reports of their actions as required by the department. Officers will investigate crimes and complaints with a fair and impartial mind set, seeking the truth in all matters and reporting that finding. Officers will always treat all persons they contact with the utmost courtesy, professionalism and compassion, to the highest degree possible in the situation. Officer will be prepared to support their actions in a Court of Law through presentation of evidence and testimony, and will become versed in the process of evidence collection, preservation and presentation. Involves working in adverse weather conditions.

#### REQUIRED KNOWLEDGE & SKILLS:

Must be 21 years or older, a high school graduate or equivalent, with Colorado Peace Officer Standards and training certification as a Peace Officer. Ability to develop a strong working knowledge of laws and ordinances, and to gain an in-depth knowledge of City street locations, business locations, and government facilities. Knowledge of City resources from other departments, and knowledge of other agencies that can assist a victim of crime or circumstance. Requires strong organizational skills, and the ability to understand and follow verbal and written directions. Ability to deal calmly with irate people, ability to handle catastrophic situations, and ability to handle physical confrontations with acceptable levels of force as prescribed by policy and training. Ability to communicate verbally and in writing to a wide variety of people on a wide variety of subjects. Ability to safely operate a motor vehicle.

#### NECESSARY PHYSICAL REQUIREMENTS:

Lifting:	100 pounds frequently	180 pounds occasionally
Carrying:	30 pounds frequently	70 pounds occasionally
Pushing/Pulling:	80 pounds frequently	50 pounds occasionally
Driving:		frequently
Balance/Stoop/Bend:		frequently
Twist/Squat/Crouch:		frequently
Kneeling:		occasionally
Crawling:		occasionally
Climbing Stairs:		frequently
Standing/Walking:		frequently
Climbing Ladders:		occasionally
Reaching above/below/at shoulder level:		frequently