



## **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).*

- Be at least twenty-one (21) years old no later than the Academy start date. 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.
- 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.
- 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. However, 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.)
- Must have a valid driver's license.
- 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 the thermal imaging test.

- Have ability to speak, hear, write, and understand English and meet all minimum physical, mental, and medical standards.
- Be able to perform minimum essential job functions of the recruit position.
- Meet such other requirements established by the Commission.

***(Note: The following required documents will need to be provided to the Commission only when specifically requested after testing has begun. A deadline will be provided at that time.)***

- 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.
- 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.
- Return a completed Commission provided Personal History Statement for use in a background investigation.
- Fire applicants will be required to have a valid [CPAT](#) certificate within 12 months of the academy start date.

## **GROUND FOR DISQUALIFICATION**

## **General**

- ❖ Failure to supply required documents by the deadline established by the Commission
- ❖ Failure to schedule an appointment or no show to an appointment.
- ❖ 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 24-month period from the date of the original disqualification letter.
- ❖ Falsification, misleading statements, omissions, misstatements, conflicting information, or discrepancies of information required on the application and/or 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.
- ❖ Dishonesty and/or integrity issues.

## **Drug Use**

- ❖ Within last 3 years from date of application- Marijuana and/or toxic vapors.
- ❖ Within last 5 years from date of application- Illegal possession, use or experimentation of any controlled substance other than marijuana to include narcotics, steroids, ecstasy, or other controlled drugs.
- ❖ Within last 10 years from date of application- Illegal sale or illegal distribution of any controlled substances or drugs including steroids.

## **Criminal Violations**

- ❖ 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.
- ❖ 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.)

### *Conviction of, deferred judgment for, or combination of:*

- ❖ Any misdemeanor causing disqualification under POST standard 24-31-305. (For Police Officer Applicants only)
- ❖ Within last 5 years from date of application- 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 last 3 years from date of application- any driving offense that was caused by alcohol, controlled substances, drugs, or other illegal substances, including, but not limited to, DUI and/or DWAI
- ❖ Within last 7 years from date of application- two (2) or more convictions or deferred judgments of a driving offense that was caused by alcohol, controlled substances, drugs, or other illegal substances, including, but not limited to, DUI and/or DWAI

### **Driving Violations (Police Officer Applicants Only)**

*Conviction of, deferred judgment for, or combination of:*

- ❖ Within last 1 year from date of application- three (3) or more violations while operating a motor vehicle.
- ❖ Within last 3 years from date of application- four (4) or more violations while operating a motor vehicle.
- ❖ Within last 3 years from date of application- any reckless driving violation.
- ❖ Within last 2 years from date of application- suspension or revocation of driver's license.
- ❖ Within last 5 years from date of application- two (2) or more suspensions or revocations of driver's license.
- ❖ Within last 7 years from date of application- seven (7) or more violations while operating a motor vehicle.
- ❖ Within last 7 years from date of application- two (2) or more reckless driving violations.