



CADET and EXPLORER ENTRY/PREFERENCE POINTS

Police Cadet applicants may test only one time under the preferred Cadet entry program. Explorer applicants qualified for preference points may test as often as they remain qualified. Should a Police Cadet or Explorer applicant fail any of the Substance Abuse Screening, Job Suitability Assessment, or Background Investigation examinations, future applications may only be submitted to the Commission under the Entry-level program guidelines (24-month disqualification). Police Cadet applicants who fail only the written, oral, or physical fitness examinations do not have to wait the 24 – month period to reapply and may reapply in the next process.

In addition to all of the minimum requirements, *Cadet* candidates must also:

- Have participated a minimum of two (2) years in the Aurora Police Department cadet program; and
- Provide a written letter of recommendation from the Chief of Police.

EXPLORER ENTRY. Law Enforcement and Fire Exploring is a worksite-based program for young men and women between the ages of 14 and 21 years of age. Participants in the Explorer program who reach the age of 21 years while involved in the programs are allowed to finish out the remaining year, but are required to leave the program within their 21st year. For purposes of the Aurora Civil Service requirements, only Explorers participating in the bona fide Aurora Police or Fire Department Explorer Post programs will be considered for hiring bonus points during the hiring process. The following requirements shall be met for consideration of hiring bonus points for Explorers:

- Must have completed the Aurora Police or Fire Department Explorer Academy in its entirety.
 - ❖ Must have completed a minimum of two (2) years of service after completion of the Aurora Police or Fire Department Explorer Academy with satisfactory evaluations during the time period as documented by the program administrators.

- Police Explorers Must have completed a minimum of 100 hours (50 hours for Fire Explorers) of approved community service during each of the final two years of service in the Explorer program as tracked by the program administrators in the member's file.
- Must have left the Post in good standing, documented by the program administrators in the member's file.
- Fire Explorers shall be required to provide a written letter of recommendation from the Fire Chief and one current Advisor. The Chief and Advisor shall consider an Explorer's activities from time of entry into the Fire Explorer program to time of request for hiring bonus points. The Fire Chief shall also provide documentation affirming that the Explorer has completed and passed a one-on-one interview with the Fire Chief.
- Fire Explorers shall complete the CMCB job check off sheets for Aurora Fire Department Explorer Post 120.
- Fire Explorers shall have obtained EMT-Basic certification.
- In order to get the full complement of three (3) hiring bonus points, the applicant must not have separated from the Police Explorer Program any longer than twelve (12) months prior to the application date (Fire Explorer applicants must apply to the first testing process following their 21st birthday to be eligible for three hiring bonus points). In order to get two (2) hiring bonus points, the applicant must not have separated from the Police Explorer Program any longer than twenty-four (24) months prior to the application date (Fire Explorer applicants must apply to the second testing process following their 21st birthday to be eligible for two hiring bonus points). In order to get one (1) hiring bonus point, the applicant must not have separated from the Explorer Program any longer than thirty-six (36) months prior to the application date (Fire Explorer applicants must apply to the third testing process following their 21st birthday to be eligible for one hiring bonus point). Any Explorer having left the Explorer Program more than thirty-six (36) months prior to the application date will not be considered for any hiring bonus points.
 - ❖ Exceptions to the time limits will be made for members leaving the program and going directly into military service, or for those members

receiving a leave of absence approved and documented by program administrators.

- ❖ The time limits for acquiring the maximum number of points will begin upon separation from active duty military service, expiration of approved leave of absence, or reaching 21 years of age (except for continuous active duty military service or uninterrupted full-time undergraduate matriculation).
- If an applicant desiring to obtain Explorer bonus hiring points fails any portion of the Substance Abuse Screening, Job Suitability Assessment, or Background Investigation portions of the testing process, any and all future testing shall be completed under the current restrictions for re-testing established by the Civil Service Commission and without the potential for earning any Explorer hiring bonus points.
- ❖ If an applicant desiring to obtain Explorer bonus point fails only the written, oral, or physical fitness portion of the testing process, the applicant may reapply and still be eligible for the Explorer hiring bonus points. The applicant shall be eligible for the maximum number of hiring bonus points for subsequent testing processes just as he or she was at the time of the original testing process only for the next available testing process.
 - ❖ If the applicant fails the written, oral or physical fitness portion of the testing process a second time, or decides not to participate in the next available testing process, any subsequent application and testing processes will provide only those points available based on time separated from the explorer program.